

VII. Preventative Maintenance

Per A.R.S. §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS §41-1033 for a review of the statement.

A. Preventative Maintenance Definition (Adopted September 4, 2008, Modified August 3, 2022)

As used in this policy, preventative maintenance means services that are performed on a regular schedule at intervals ranging from four times a year to once every three years and are intended to extend the useful life of a building system and reduce the need for major repairs (see A.R.S. §41-5731). Please see the PM task sheets for specific examples.

B. Preventative Maintenance Categories and Tasks (Adopted September 4, 2008, Modified August 3, 2022)

There are seven building system categories (Adopted June 5, 2003) as listed below:

1. HVAC
2. Roofing
3. Electrical
4. Plumbing
5. Surfaces
6. Special Systems
7. Special Equipment

For each system, the Division of School Facilities has identified equipment types and a corresponding list of appropriate PM tasks for that specific equipment. The Division of School Facilities may designate each task as either required or recommended. Staff will review the lists of tasks as needed to determine the appropriateness of the tasks.

C. District Preventative Maintenance Plans (Adopted September 4, 2008, Modified November 14, 2012, August 3, 2022)

A district that operates a school facility shall inventory each school building to identify the equipment associated with the respective PM category. This completed equipment inventory with the associated PM tasks approved by the SFOB constitutes the district PM Plan.

Updates to the established PM Plan should be submitted as follows:

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New schools funded by the SFOB: districts constructing new space with SFOB funds must submit an updated PM Plan that includes the new facility.

Space funded by districts: districts that construct either new space or replacement space shall include an update to the PM Plan that includes the new space with the New Square Footage Report submitted to the SFOB on September 1.

Other equipment changes: districts that add or eliminate equipment should update the established PM Plan each year by September 1.

D. District Reports (Adopted September 4, 2008, Modified August 3, 2022)

Each district with an established PM Plan shall report to the SFOB by November 1 of each year the number of PM tasks completed in the prior fiscal year. The Division of School Facilities shall establish the format for the report.

E. Inspections (Adopted September 4, 2008, Modified November 14, 2012, August 3, 2022)

The Division of School Facilities will randomly select 20 districts to be inspected for Preventative Maintenance every 30 months. The Division of School Facilities may conduct Preventative Maintenance virtual inspections to comply with all applicable laws, policies, and Arizona Administrative Codes. The Division of School Facilities will present to the SFOB completed Preventative Maintenance Inspection Reports, the selected districts that remain on the list and a list of randomly selected districts to replace those that have been inspected. The Division of School Facilities may schedule any district at any time during the 30-month period. Districts may volunteer to complete an inspection. (see A.R. S. § 41-5702)

The Preventative Maintenance Inspection shall determine if the district has the administrative structure in place for consistent preventative maintenance. The inspection shall also determine if the district is current on the required PM tasks.

The Division of School Facilities shall present to the Board a report based on the inspection. The report will identify the level of compliance with both the required and recommended elements of the established PM Plan. If the district is not in compliance with the required elements of the PM Plan, the Division of School Facilities will include recommendations on the use of building renewal grant and/or local monies to bring the district into compliance. The Board may grant the district one year to establish compliance before use of building renewal dollars is required. The final inspection report will be presented to the district and published on the SFOB website.