

CAPITAL ASSET MAINTENANCE AND REPLACEMENT

In support of its educational programs, the DeSoto Parish School Board owns and operates an extensive amount of land, land improvements, buildings, building improvements, equipment, furniture, and vehicles. The purpose of this policy is:

- to provide a management framework to ensure that all capital assets are repaired, maintained, and replaced; and
- to identify the responsible parties who shall protect, oversee, and report repair needs.

ROLES AND RESPONSIBILITIES

Generally, the Facilities and Operations Department (F&O) is the sole provider of maintenance and repair services for the school system and is responsible for:

- acting as 'building owner' in respect to asset management and compliance with statutory and regulatory building requirements;
- accepting, prioritizing, and scheduling maintenance and repair services as shown in the Repair and Replacement section shown below;
- completing an annual physical inventory of all possessions located at the Facilities and Operations Department, in compliance with the rules and regulations shown in the School Board's *Capital Assets Manual*; and
- the care and use of all capital assets that are located or used by the F&O Department and owned by the School Board.

Building level administrators and employees are responsible for:

- ensuring that facilities are kept in a safe and tidy condition;
- reporting related repair needs and faults located at their school, building, or location to F&O Department;
- completing, in compliance with the rules and regulations shown in the School Board's *Capital Assets Manual*, an annual physical inventory of all possessions located at their school, building or location; and
- the care and use of all capital assets that are located or used at their school, building, or department, and owned by the school system.

ANNUAL PHYSICAL INVENTORY

La. Rev. Stat. Ann. §24:515(B) requires the School Board to maintain records of its capital assets. In order to comply with this requirement, the DeSoto Parish School Board directs the Superintendent to create and maintain a current itemized list of all land, buildings, improvements other than buildings, equipment, and any other general capital assets, which were purchased or otherwise acquired, and for which the Board is accountable.

The control system shall include an annual inventory and evaluation of all capital assets that were purchased or donated to the school system as outlined in the Board's *Capital Assets Manual*.

The control system shall also include information as to the date of purchase of such property or equipment, the initial cost, the disposition, if any, the purpose of such disposition, and if applicable, the recipient of the property or equipment disposed of.

REPAIR AND REPLACEMENT REQUESTS

Repair requests, known as "work orders," and replacement requests can be reported by any building level administrator or their designee. Repair and replacement requests shall include, but not be limited to, the list shown below.

Capital Asset Type		Responsible Party		Comments and/or examples
		F&O Dept.	Admin. or Employee	
Buildings & Improvements				
	Building structure		Y	
	Food Service Equipment	Fixed	Y	Walk-in Coolers and Freezers, Vent Hoods.
		Portable		Y
	Furniture & Equipment	Fixed	Y	Workstations anchored by services provided.
		Portable		Y
	Internal Fittings	Fixed	Y	Curtains, drapes, blinds, soap dispensers, paper towel dispensers.
		Portable		Y
	Internal Finishes		Y	Toilet roll holders, carpets, floor coverings, painting, wall coverings.
	Sub-structure		Y	Building footings, in-ground services located under building.
Service Elements				
	Asbestos Materials	Fixed	Y	
		Portable		Y
	Bell Systems		Y	
	Doors		Y	

Capital Asset Type		Responsible Party		Comments and/or examples
		F&O Dept.	Admin. or Employee	
Electrical Lighting	Fixed	Y		Overhead lighting, Exit lights.
	Portable		Y	Desk lights or lamps.
Electrical Power Systems		Y		
Elevators		Y		
Fire Protection Systems		Y		
Hot Water Heaters	Fixed	Y		
	Portable		Y	
HVAC Systems		Y		
Internet & Data Services	Fixed		Y	Wiring, Satellite Towers, Antennae.
	Portable		Y	File Servers, routers, smart boards.
Lifts		Y		
Lock & Key Devices	Fixed	Y		Door locks
	Portable		Y	Student lockers
Power Outlets	Fixed	Y		
	Portable		Y	Power boards
Power Generators	Fixed	Y		
	Portable		Y	
Reticulated Services	Fixed	Y		Supply Lines, Pressured Natural Gas Lines, Water Lines, Sewage Lines.
	Portable		Y	Water tanks, Propane tanks, acetylene tanks, oxygen tanks.
Security Systems		Y		
Telephone Systems	Fixed	Y		Wiring Stations, wiring.
	Portable		Y	Telephones
Land & Improvements				
Athletic Fields		Y		Football, baseball, softball, track, and soccer fields
Drainage		Y		Culverts, Catch Basins
Roads		Y		
Electrical Lights		Y		Outdoor parking light fixtures, Athletic field lights, flag pole lights.
Electrical Signs		Y		Marque signs, athletic scoreboards.
External Structures		Y		Outdoor benches, fences, gates, bleachers.
Grounds		Y		Grass, irrigation systems
Outdoor Equipment	Fixed	Y		Playground equipment
	Portable		Y	
Signs		Y		Traffic signs, directional signs, no parking signs, reserved parking signs, school signs.
Vehicles				
School Buses			Y	
Maintenance Trucks & Vans		Y		

Capital Asset Type		Responsible Party		Comments and/or examples
		F&O Dept.	Admin. or Employee	
	School Activity Buses		Y	
	Transportation Trucks & Vans		Y	

CONSIDERATION GIVEN TO REPAIR AND REPLACEMENT REQUESTS

Repair and/or replacement requests shall be prioritized and scheduled as allowed for via the current budget. The requests will also be prioritized and scheduled based on the following factors:

- statutory compliance;
- workplace health and safety;
- risk management;
- asset life cycles;
- impact on teaching programs;
- public appearance; and
- property loss/damage.

PRIORITY RATING AND RESPONSE TIME

All work orders or replacement requests received by the F&O Department will be assigned a priority rating. Any work order or replacement request for a condition or event that would require a quick response would be assigned a Level 1 priority rating. The lowest priority items would be assigned a Level 4 rating. The chart shown below contains a list of each priority rating, the expected response time to address the need, and the condition or events necessary for the work order to be assigned that priority level.

Priority Rating	Response Time	Condition or Event
Level 1 – Emergency / Safety	Within 1 hour (during normal working hours)	Serious safety or environmental hazard/incident.
		Irreplaceable/catastrophic loss to teaching.
		Serious asset damage (e.g. fire, water leak, gas leak)
		Widespread loss of power.
Level 2 – High	Within 2 working days	Asset requires maintenance – not urgent.
		Replaceable loss to teaching.
		Malfunction of equipment.
Level 3 – Medium	Within 5 working days	Asset requires maintenance.
		Minimal risk to teaching and operations.
Level 4 – Scheduled / Low	No specific response time	Routine maintenance.
		Programmed work.
		Work scheduled as per agreement with customer.

The response time is the time that it takes the Facilities and Operations Department to respond to the work order. It is not the time for which the work is to be completed.

Completion of the work order may be affected by a number of factors. For example, parts may need to be ordered or equipment may have to be taken to another location for repair. Response times may also be affected by the availability of certain trades during certain times of the year. For example, during the summer months, requests for HVAC services increase and the ability to fulfill a request may depend on the availability of a HVAC technician.

MAINTENANCE REPAIR AND REPLACEMENT STRATEGIES

The following maintenance repair and replacement strategies shall be used by the F&O Department to ensure that all capital assets perform effectively and efficiently throughout their service life.

- **Preventative maintenance** is maintenance that is carried out to prevent an asset from failing or wearing out by providing systematic inspection, detection, and prevention of incipient failure. Preventative maintenance work orders are programmed in the work order data system and are automatically generated according to trade (i.e., plumbing, electrical, HVAC). The work orders are prioritized to trigger action so as to prevent premature failure of plant and equipment. The preventative maintenance schedule under the work order data system is reviewed by the Supervisor of Facilities and Operations periodically. New items are added to the schedule as new capital assets are acquired.
- **Statutory maintenance** is the service and maintenance of plant items, such as elevators, fire systems, fume hoods, and HVAC systems, in accordance with legal requirements. Various Federal and State laws, as well as, local ordinances, including but not limited to La. Rev. Stat. Ann. §17:81(S), require annual or bi-annual reviews or inspections to ensure that facilities are fit for their intended purpose and are safe to use. Statutory maintenance work orders can be contracted out under certain circumstances or performed by the appropriate staff. The Supervisor of Facilities and Operations is required to keep, in a secure place, documentation of all statutory maintenance work orders for verification that the tasks have been performed.
- **Corrective maintenance** is defined as maintenance that is required to bring an item, which has failed or worn out, back into working order. This is handled through the work order computer system and is assigned to a worker who specializes in that trade. Corrective maintenance work orders are prioritized according to the *Priority Rating and Response Time* section shown in this policy.
- **Backlog maintenance** is maintenance that is necessary to prevent the deterioration of an asset or its function, but which has not been performed. A Backlog Maintenance Report is provided by the Supervisor of Facilities and Operations in May of each fiscal year and is normally used to replace capital assets that are at the end of their life cycle (e.g., HVAC systems, leaking and rusted roofs, etc.).

FUNDING FOR MAINTENANCE REPAIRS AND REPLACEMENTS

The Supervisor of Facilities and Operations shall be assigned various budgetary areas and shall be responsible for recommending a budget for maintenance repairs and replacements requests. The initial adopted annual operating budget and any duly authorized amendments shall form the framework to control expenditures.

Where possible, work orders resulting from misuse and vandalism will be charged to the appropriate party. Work identified as legitimate work orders will be prioritized and programmed within the budget funding levels.

If it becomes necessary to make repairs or replacements before the F&O Department can schedule the work, a school principal may use School Activity Funds to contract such maintenance work. Prior approval from the Supervisor of Facilities and Operations, as well as compliance with the School Board's purchasing policies is required.

FACILITIES ASSESSMENT

A facilities assessment shall be carried out by the Supervisor of Facilities and Operations each year. The assessment shall evaluate compliance with all statutory requirements, the condition of the facilities, and functionality and space utilization. Where resources are available, assessments will be carried out as follows:

- Level 3 – Detailed assessment
- Level 2 – Walk through assessment
- Level 1 – Desktop assessment

Each facility should undergo a Level 2 assessment every three years and a Level 3 assessment every five years. A report or summary of this assessment shall be presented to the Director of Business Services on or before November 15th to allow time for budget planning. A Level 1 assessment is completed every year, except those years when a Level 2 or Level 3 assessment is conducted. Level 3 assessments are usually contracted with an architect or consultant in order to provide a comprehensive report for maintenance and to provide a basis for recommending major repairs and/or replacement of facilities.

If building maintenance deficiencies are noted during the assessment review period, they shall be identified and placed on the appropriate repair and maintenance strategies program (e.g. Corrective Maintenance, Deferred Maintenance, Rehabilitation, Capital Management Plan, Minor Works etc.).

PERFORMANCE STANDARDS

Key performance indicators will be monitored by the Director of Business and Operations to ensure that the delivery of maintenance services meets the desired

standards as shown below.

Key Performance Indicator	Measure	Target	
		Monthly	Annual
Outstanding Work Orders	Number over 30 days	Shall not exceed 15% of all completed work orders for the month.	
	Number over 60 days	Shall not exceed 10% of all completed work orders for the month.	
	Number over 90 days	Shall not exceed 5% of all completed work orders for the month.	
Annual Facilities Assessment	Level 3 – every 5 years Level 2 – every 3 years Level 1 – every year		The annual assessment is submitted to the Director of Business Services on or before November 15 th

New policy: March 6, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 24:515, Board minutes, 3-6-14.