MO 101

CASBO / CFD
April 2, 2019
W T “Dusty” Duncan
Assistant Superintendent
Marion School District
Materials for this presentation Provided by:

Alan Love, Director of Buildings and Grounds, Special School District of Fort Smith

Chad Davidson, Facilities Coordinator

Terry Granderson, Assistant Director, Division of Public School Academic Facilities and Transportation

Brad Montgomery, Director, Division of Public School Academic Facilities and Transportation

Jeff Altemus, Deputy Superintendent, Marion School District
Act 1426
2005( ACA 6-21-806)

- Purpose

- Provisions
  - Funding for Academic facilities
    - 9% Requirement
    - Partnership Funds
  - Master Plan – Tabs 9, 10, 11
    (WO, PM, Custodial Manual)
MO 101

ASPMA

$P^3$
MO 101

3 P’s

Perception

Protection

Performance
MO 101

3 P’s

Perception

Protection

Performance
Welcome to
MARION HIGH SCHOOL
Home of the
Patriots
Class of 1999
MO 101

3 P’s

Perception

Protection

Performance
SAFETY AUTOMATION & TECHNOLOGY TRENDS
New Developments for 2017 and Beyond

AAHERA
OSHA
EPA

Fire Alarms       MRSA
Suppression Systems
Mold            Trip Hazards
Flu Season       Access
Playground       Safety
AAHERA
OSHA
EPA

Fire Alarms    MRSA
Suppression Systems
Mold    Trip Hazards
Flu Season    Access
Playground    Safety
Figure 13. Entrapment hazards in flexible climbers

Entrapment hazard: when the perimeter of the net openings is between 17 inches and 28 inches.
Figure 2. Example of a hazardous protrusion that increases in diameter from plane of initial surface and forms an entanglement hazard and may also be an impalement hazard.
AND THIS IS WHY WOMEN LIVE LONGER THAN MEN
MO 101

3 P’s

Perception

Protection

Performance
MO 101
Performance

Healthy Buildings, Successful Students - ASCD
www.ascd.org/publications/.../mar00/.../-Healthy-Buildings,-Successful-Students.aspx

Designing Classrooms to Maximize Student Achievement - Institute for ....
ilabs.washington.edu/sites/.../14Cheryan_etal_Meltzoff.Designing%20Classrooms.pdf by S Cheryan - 2014

A Study of the Relationship between Building Conditions and Student ...

8 Overall Building Condition and Student Achievement | Green ...
https://www.nap.edu/read/11756/chapter/10

The Impact of School Building Condition and Student Achievement ...

The Impact of School Building Condition and Student Achievement, and Behavior.

The sick building syndrome - NCBI - National Institutes of Health
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2796751
Act 1426
2005 (ACA 6-21-806)

- Arkansas Public School Academic Facilities Program Act
Act 1426
2005 (ACA 6-21-806)

Purpose:

- Ensure school facilities are properly maintained
- Eliminate deterioration of existing and future buildings to provide a safe and healthy environment
- Provide the efficient use of state and local funds
Act 1426
2005 (ACA 6-21-806)
Purpose:

- Ensure school facilities are properly maintained
- Eliminate deterioration of existing and future buildings to provide a safe and healthy environment
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MARION SCHOOL 1913

DIRECTORS:
S.I. Newman, Pres.
S.V. Neely, Sec'y
J.E. Clarke
L.C. McVay
A.B. Shafer
Louis Barton
L.M. Weathers
Archt.

MARION ELEMENTARY SCHOOL 2013

DIRECTORS:
A. Jan Thomas, Jr.
Steve A. Hutton
Rev. Ernest Richardson
Parent Armis
Brian Proffitt
Gilbert Jackson
Wm. Bart Thomas

SUPPLEMENTARY:
County Superintendent
Troy Johnson

Architect:
S.D. Weatherston, A.A. of A. A.S.A.
Arkansas Public School Academic Facilities Program Act

A. Master Plan – 6 year update on odd numbered years
   revised plan on even numbered years

B. 9% for M&O of foundation funding
Act 1426
2005 (ACA 6-21-806)

- Arkansas Public School Academic Facilities Program Act
  A. Master Plan – 6 year update on odd numbered years
     revised plan on even numbered years
  
  B. 9% for M&O of foundation funding
9% Requirement for Utilities and Facilities Maintenance

Memo Information
Memo Number: FIN-14-085
Memo Date: 6/26/2014
Memo Type: Administrative
Section: Fiscal & Administrative Services
Regulatory Authority: Ark. Code Ann. §6-21-803, 6-21-808(d), and 6-20-2305(a)
Response Required: NO
Attention: Co-op Directors; Superintendents; General Business Managers

Contact Information
Name: Kathleen Crain
Phone Number: 501-682-4887
Email: kathleen.crain@arkansas.gov

Memo Text
Ark. Code Ann. § 6-21-808(d)(1), concerning the annual expenditure requirement for utilities and facilities maintenance, requires school districts to dedicate nine percent of foundation funding exclusively to payment of utilities and costs of custodial, maintenance, repair, and renovation activities, which include related personnel costs, for public school facilities. The following definitions are included in Ark. Code Ann. §6-21-803: (13) Public school facility means any public school building or space, including related areas such as the physical plant and grounds, that is used for any purpose, including, without limitation: (A) An extracurricular activity; (B) An organized physical activity course as defined in Ark. Code Ann. § 6-16-137; (C) Pre-kindergarten education; (D) District administration; or (E) Delivery of instruction to public school students that is an integral part of an adequate education as described in Ark. Code Ann. §6-20-2302. (4) Custodial Activities means routine and renovation cleaning activities related to the daily operations and upkeep of a public school facility, including related supervisory and management activities. (10) Maintenance, Repair, and Renovation means any activity or improvement to a public school facility that maintains, conserves, or protects the state, condition, or efficiency of the public school facility. The expenditure requirement, as shown on the attached spreadsheet, is based on 9 percent of foundation funding. For 2013-2014, foundation funding is equal to $6,393 multiplied by the 3 Quarter Average Daily Membership (ADM) for 2012-2013. Foundation Funding for 2014-2015 will increase to $6,521. School districts should code expenditures eligible to meet the 9 percent requirement as follows: Fund = 2000 or 2100-2199, 65300 through 69999. This will include all Operating Fund expenditures charged to Operating and Maintenance of Plant Services in the "General Operating Fund" except for "Insurance Other than Employee Benefits". If any amount of the dedicated 9 percent is unspent at the end of the school district's fiscal year, the funds shall carry over, and the school district must transfer the remaining amount into a public school facilities escrow account. Source of funds code 391 shall be used for this escrow.
9% Requirement for Utilities and Facilities Maintenance

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Attachments
• 9_Percent_MO_Req_Exp_FY_14.xls
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Arkansas Public School Academic Facilities Program Act

A. Master Plan – 6 year
   update on odd numbered years
   revised plan on even numbered years

B. 9% for M&O of foundation funding
Arkansas Public School Academic Facilities Program Act

A. Master Plan – 6 year
update on odd numbered years
revised plan on even numbered years

B. 9% for M&O of foundation funding
Facilities Master Plan
(All Things Facilities)

- Projected out 6 years
- Approved by the BOE
- Submitted to the Division of Academic Facilities and Transportation for approval
- Updated or revised every year

New (Revised) Plans – even years
Preliminary plan - odd years
Facilities Master Plan

Deadlines

February 1, even years
New (revised) plan submitted to the Division
Includes Year 1 and 2 Partnership Projects

March 1, even years
Partnership Applications

September 1, even years
Division Approves or Returns Plan
Facilities Master Plan

Deadlines

February 1, odd years
Submit updates to Division

Completed Projects
Need Changes (i.e., unexpected enrollment, etc.)

= Prep for even year submission
Facilities Master Plan

Deadlines

ACT 962 – 2015
- December 31 – Early submittal for review of Partnership Projects
- Review Conference within 20 days
  ( = # of rejections dropped from app. 49% to 15% )

ACT 864 – 2017
- October 31
- Review Conference within 75 days
Results of 864

2015 - 2018
50% of the Partnership Applications were declined

2018 - 2019
18% declined
Partnership Funds cont.

Changes is distribution protocol

Warm, Safe, Dry Projects
(System Replacements, Space Replacement)

vs

Growth Projects (New Construction, Total Ren.)
(50 Years and Older)
Act 801 of 2017 – Advisory Committee

SECTION 6. TEMPORARY LANGUAGE. DO NOT CODIFY. By July 31, 2018, the Advisory Committee on Public School Academic Facilities shall conduct a comprehensive review and provide a report to the Commission for Academic Facilities and Transportation that will include without limitation an analysis of the following:

1. Current and long-term viability of the Academic Facilities Partnership Program;
2. Efficacy of the academic facilities wealth index;
3. Project ranking and prioritization process of the Academic Facilities Partnership Program;
4. Academic Facilities Master Plan Program and Academic Facilities Partnership Program funding cycles;
5. Enrollment projections;
6. Cost factors;
7. Rules governing academic facilities programs; and
8. Degree of public school district compliance with required statewide computerized maintenance management systems usage.
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6. Cost factors;
7. Rules governing academic facilities programs; and
8. Degree of public school district compliance with required statewide computerized maintenance management systems usage.
Advisory Committee Recommendations

1. Warm, Safe Dry Projects and Growth/Space projects be prioritized into two list based on: Statewide facilities needs list, Academic Facilities Wealth Index and the Facilities Maintenance Composite Assessment.

2. Two equal funding sources be created. One for WSD Projects and another for Growth/Space Projects.
Partnership Allocation Protocols

1. Two Funding Sources

2. 3 Factors - Ranking Projects for Partnership Allocations
Partnership Allocation Protocols

1. Two Funding Sources
   a. WSD Projects – System upgrades and replacement
      Growth/Space Projects - true growth projects
   b. Total allocation determined Legislatively
      Funds may be transferred between categories

2. 3 Factors - Ranking Projects for Partnership Allocations
   a. Wealth Index
   b. Relative Ranking by the Division (Self Assessment + Division)
   c. Maintenance Assessment
      PD Component, KPI – Maintenance & PM Direct
Partnership Allocation Protocols

State Supplemental Training
Applying for Partnership Funding

Via Web Based Master Planning Tool:
- Add project to project list
- Complete the Application in the M.P. Tool
- Upload all Program of Requirements
- Upload all Schematic Diagrams
- Upload Statement of Values (Tab 7)
- Detail in “Campus and Bldg Info”
- Upload BOE Resolutions
- Enrollment Projections (Tab 4)
Facilities Master Plan

Must Includes

Custodial Care Plan
Maintenance, Repair & Renovation Activities
Preventative Maintenance Documentation
Annual Expenditures for M & O
Replacement Schedules for Building Systems
Facilities Master Plan

Must Includes

IDEA Compliance
Expenditures for Capital Outlay
Evidence of Insurance Coverage
Etc.

Organized behind Tabs in a Binder
Facilities Master Plan

Arkansas Division of Public School Academic Facilities and Transportation

http://arkansasfacilities.arkansas.gov/
Act 1426
Facilities Master Plan
Tabs Pertinent to Facilities Directors

1. Tab 9 - Custodial Care Plan
2. Tab 10 - Work Request System (SchoolDude - Maintenance Direct)
3. Tab 11 - Preventative Maintenance Plan (SchoolDude - PM Direct)
Act 1426
Facilities Master Plan
Tabs Pertinent to Facilities Directors

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Custodial and Maintenance Manual

- Manual provided to all districts by Facilities Division
- Available for download from
1. Custodial Job Descriptions and General Duties
2. Custodial Duties and Frequency
3. Custodial Work Schedules
4. Custodial Training
5. Custodial Staffing
CUSTODIAN JOB DESCRIPTION
Appendix A

- General duties of the custodian are to maintain safety and cleanliness of classrooms, restrooms, hallways, administrative offices, gyms, auditoriums and any other areas inside and outside each school. Routine work includes, but is not limited to, the following:
CUSTODIAN JOB DESCRIPTION
Appendix A

1. Dust, sweep and/or mop floors as necessary.
2. Wash windows as needed and clean window sills.
3. Care for and clean the grounds.
4. Scrub, or strip, and wax floors as scheduled.
5. Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc. Replace restroom supplies as needed. This includes locker rooms.
6. Set up tables, chairs, etc., for school meetings, games, dances and any other events.
7. Report any damage to school property and report maintenance needs.
8. Replace light bulbs and fluorescent tubes as needed.
9. Follow schedule and do things as they appear on it.
10. Load and unload supplies and equipment.
1. Custodial Job Descriptions and General Duties
2. Custodial Duties and Frequency
3. Custodial Work Schedules
4. Custodial Training
5. Custodial Staffing
Custodial Duties and Frequency (Appendix A)

- Three Times a Day
  Dust Mop Hallways/gym

- Twice a Day
  Clean Restrooms
  Clean Drinking Fountains

- Daily
  Unlock/Lock Buildings
  Empty wastebaskets/pencil sharpeners

- Weekly

- Monthly

- As Needed
Act 1426
Facilities Master Plan
Tab 9 - Custodial Care Plan

1. Custodial Job Descriptions and General Duties
2. Custodial Duties and Frequency
3. Custodial Work Schedules
4. Custodial Training
5. Custodial Staffing
Act 1426
Facilities Master Plan
Tab 9 - Custodial Care Plan

Work Schedules:

- Timeline for Daily Activities
- As Detailed as Needed
- Flexible enough to allow for Emergencies
- Coordinated with the Principal/Supervisor
- Updated as Needed
- Posted on the Custodian’s Door
Act 1426
Facilities Master Plan
Tab 9 - Custodial Care Plan

1. Custodial Job Descriptions and General Duties
2. Custodial Duties and Frequency
3. Custodial Work Schedules
4. **Custodial Training**
5. Custodial Staffing
Custodial Training

Appendix D
General Training Suggestions
Vendors
Equipment Use
Chemicals
Processes
In House
Co-Op
Custodial Training

Co-Op

MO201\CRSC custodial training workshop.pdf
Custodial Training

Required Training:
- Chemical Right to know
- Blood-Born Pathogens
- AHERA Two Hour Asbestos
- Boiler Safety
- Crisis Management
- District Employee Policies
- Etc
Act 1426
Facilities Master Plan
Tab 9 - Custodial Care Plan

1. Custodial Job Descriptions and General Duties
2. Custodial Duties and Frequency
3. Custodial Work Schedules
4. Custodial Training
5. Custodial Staffing
Custodial Staffing
(Appendix C)

Have a Rationale for your Method
Consistent in Application

Appendix C
Custodial Staffing
(Appendix C)

Have a Rationale for your Method
Consistent in Application

Appendix C – Omaha Formula

Custodians – 2250 to 2500 sq ft / FTE hr
(25,000 sq ft / FTE

Grounds /General Labor – 18 to 20 Acres per Employee

Maintenance – 80 to 90,000 sq ft / FTE
Routine Duties

- Unlocking and Locking Facilities
Routine Duties Cont.

- Restroom Care
Routine Duties
Routine Duties Cont.
Mechanical Rooms, Storage Closets
Routine Duties Cont.

- Grounds
- Mowing
- Landscape Care
- Litter
- Sweeping of Sidewalks and Drives
Routine Duties Cont.

- Office care
- Classroom Care
- Cafeteria Care
- Special-Use Areas
- Corridor and Entrance Care
Good
Not So Good
Act 1426
Facilities Master Plan
Tabs Pertinent to Facilities Directors

1. Tab 9 - Custodial Care Plan
2. Tab 10 - Work Request System (SchoolDude - Maintenance Direct)
3. Tab 11 - Preventative Maintenance Plan (SchoolDude - PM Direct)
Implement a Work Request System
Provide Documentation

SchoolDude Maintenance Direct
Sample Work Request

Work Order: 13049

Status
Complete

Status Date
7/17/2016 2:40:19 PM

Status Last Changed By

Date Last Printed
7/17/2016 2:40:39 PM

Priority
Medium

Created By
W.T. Dusty Duncan

Date Created
7/17/2016 2:40:19 PM

Last Changed By
W.T. Dusty Duncan

Area Number
parking

Emergency?
Work Order: 13049

Status: Complete
Status Date: 7/17/2016 2:40:19 PM
Status Last Changed By: 
Date Last Printed: 7/17/2016 2:40:39 PM

Priority: Medium
Created By: W.T. Dusty Duncan
Date Created: 7/17/2016 2:40:19 PM
Last Changed By: W.T. Dusty Duncan

Location: Marion Intermediate School
Building: Bldg. #50 MIS
Area: Grounds
Request Date: 7/17/2016
Request Description: Please stop the water from flowing down the hill in front of the school

Area Number: parking
Emergency?: [ ]

Back to Shortcuts
**Sample Work Request**

**Work Order ID:** 13049  
**Completion Date:** 7/17/2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Building</th>
<th>Area</th>
<th>Priority</th>
<th>Area Number</th>
<th>Craft</th>
<th>Academic/Non-Academic</th>
<th>Type</th>
<th>Status</th>
<th>Assigned To</th>
<th>Requester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please stop the water from flowing down the hill in front of the school</td>
<td>Marion Intermediate School</td>
<td>Bldg. #60 MIS</td>
<td>Grounds</td>
<td>Medium</td>
<td>parking</td>
<td>Grounds</td>
<td>Academic</td>
<td></td>
<td>Complete</td>
<td>Duncan, W.T. Dusty</td>
<td></td>
</tr>
</tbody>
</table>
Sample Work Request

Location: Marion Junior High School
Building: Bldg. #70 MJHS
Area: Classroom

Request Date: 8/31/2009

Request Description: Help! Please come and get the snake from under the lab table in room AA2

Area Number: AA 102 (Sci Lab)

Emergency?
Sample Work Request

<table>
<thead>
<tr>
<th>Description</th>
<th>Work Order ID: 329</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Marion Junior High School</td>
</tr>
<tr>
<td>Area</td>
<td>Classroom</td>
</tr>
<tr>
<td>Area Number</td>
<td>Kitchen sink</td>
</tr>
<tr>
<td>Academic/Non Academic</td>
<td>Academic</td>
</tr>
<tr>
<td>Building</td>
<td>Bldg. #70 MJHS</td>
</tr>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Craft</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
</tbody>
</table>

Help! Please come and get the snake from under the lab table in room AA2.
# Sample Work Request

<table>
<thead>
<tr>
<th>Location</th>
<th>Marion Junior High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Bldg. #70 MJHS</td>
</tr>
<tr>
<td>Area</td>
<td>Classroom</td>
</tr>
<tr>
<td>Request Date</td>
<td>8/31/2009</td>
</tr>
<tr>
<td>Request Description</td>
<td>Please do not kill the snake that is living under the lab table but rather capture him and release him outside (far away from the school)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Number</th>
<th>AA 102</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency?</td>
<td></td>
</tr>
</tbody>
</table>
**Sample Work Request**

---

**Work Order ID:** 330  
**Completion Date:** 9/2/2009

<table>
<thead>
<tr>
<th>Description</th>
<th>Building</th>
<th>Area</th>
<th>Priority</th>
<th>Craft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please do not kill the snake that is living under the lab table but rather capture him and release him outside (far away from the school)</td>
<td>Bldg. #70 MJHS</td>
<td>Classroom</td>
<td>Medium</td>
<td>Heating/Ventilation /Air Conditioning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>md-109</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Sample Work Request

### Request Info

<table>
<thead>
<tr>
<th>Location</th>
<th>Avondale Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Bldg. #1 AES</td>
</tr>
<tr>
<td>Area</td>
<td>Restroom (Boys)</td>
</tr>
<tr>
<td>Area Number</td>
<td>rm44</td>
</tr>
<tr>
<td>Request Date</td>
<td>5/17/2012</td>
</tr>
<tr>
<td>Emergency?</td>
<td>off</td>
</tr>
<tr>
<td>Request Description</td>
<td>Please leave the Air Conditioning on this summer for the Gerbils</td>
</tr>
</tbody>
</table>
## Sample Work Request

**Work Order ID:** 5986  
**Completion Date:** 5/29/2012

<table>
<thead>
<tr>
<th>Description</th>
<th>Please leave the Air Conditioning on this summer for the Gerbils</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Avondale Elementary School</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>Restroom (Boys)</td>
</tr>
<tr>
<td><strong>Area Number</strong></td>
<td>rm44</td>
</tr>
<tr>
<td><strong>Academic/Non Academic</strong></td>
<td>Academic</td>
</tr>
<tr>
<td><strong>Building</strong></td>
<td>Bldg. #1 AES</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Craft</strong></td>
<td>Health/Safety</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td></td>
</tr>
</tbody>
</table>
Sample Work Request

Location
Marion Elementary School

Building
Bldg. #2022 2nd grade

Area
Restroom (Boys)

Area Number
Boy’s Restroom

Emergency

Request Date
12/15/2015

Request Description
The last commode is leaking in the restroom.
Sample Work Request

<table>
<thead>
<tr>
<th>Description</th>
<th>The last commode is leaking in the restroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Marion Elementary School</td>
</tr>
<tr>
<td>Building</td>
<td>Bldg. #2022 2nd grade</td>
</tr>
<tr>
<td>Area</td>
<td>Restroom (Boys)</td>
</tr>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Area Number</td>
<td>Boy's Restroom</td>
</tr>
<tr>
<td>Craft</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Academic/Non-Academic</td>
<td>Academic</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
</tbody>
</table>
Sample Work Request (PD)
Act 1426
Facilities Master Plan
Tabs Pertinent to Facilities Directors

1. Tab 9 - Custodial Care Plan
2. Tab 10 - Work Request System (SchoolDude - Maintenance Direct)
3. Tab 11 - Preventative Maintenance Plan (SchoolDude - PM Direct)
What is a Preventative Maintenance -
Regularly scheduled events designed to maintain the integrity of buildings, building systems, grounds and safety standards.
What are the requirements?
All districts must develop a PM Plan (School Dude – PM Direct)
Plan must outline what work is done and document when the work was completed
The plan and the work documentation must be kept on file.
Who requires (regulates) PMI?

1. State and Federal Law and Agencies
   - Fire Suppression
   - Gas Line
   - Boiler Inspections
   - Health Department
   - Dept. Environmental Quality
   - Ark. Department of Labor Training
   - ADA
   - Elevator Inspection
   - AHERA
Who requires (regulates) PMI?

1. State and Federal Law and Agencies
2. You do –
   relative to personal experience and the needs of the district.

Examples
Light Pole Inspections
Generator Maintenance
Act 1426
Facilities Master Plan
Tab 11 – Preventative Maintenance Plan

Bringing your District into Compliance with State Mandated Inspections

Preventative Maintenance Schedule Suggestions

SAMPLE PMI
**PM Schedule**

*Pm Schedule 107*
*MHS-Bldg 23-Electrical Sys-Annual*

**Job Start-up Procedures**
This work order provides common tasks for the equipment being serviced. It is the responsibility of the person performing this work to: 1) determine the appropriate implementation of each task, 2) be safe and follow the safety policies and programs of the district, 3) check with operating or area personnel regarding problems or deficiencies of each piece of equipment before starting work, 4) take steps to prevent problems due to shutting down equipment for service, 5) keep equipment and the surrounding area clean, and 6) mark the work order complete and note any deficiencies and/or incomplete tasks.

**Safety Points**

**Tasks & Procedures**

<table>
<thead>
<tr>
<th>Description</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Verify all transformers, switchgear, and breaker panels are accessible and clear of equipment, supplies, flammable materials, and obstructions.</td>
<td></td>
</tr>
<tr>
<td>2 Verify panel covers are in place.</td>
<td></td>
</tr>
<tr>
<td>3 Repair or replace as necessary, or submit a work request for work beyond your abilities, training, or available resources. Notify your supervisor if any condition exists that would threaten human safety.</td>
<td></td>
</tr>
</tbody>
</table>
**SAMPLE PMI**

<table>
<thead>
<tr>
<th>Description</th>
<th>Yearly - MHS-Bldg 23-Electrical Sys-Annual - Refer to PM schedule details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Marion High School</td>
</tr>
<tr>
<td>Building</td>
<td>Bldg. #23 North Annex MHS</td>
</tr>
<tr>
<td>Area</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Craft</td>
<td>Electrical</td>
</tr>
<tr>
<td>Type</td>
<td>Electrical Systems</td>
</tr>
<tr>
<td>Area Number</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Complete</td>
</tr>
<tr>
<td>Estimated Hour</td>
<td></td>
</tr>
<tr>
<td>Requester</td>
<td>Jeff Altemus 870-739-5100</td>
</tr>
<tr>
<td>Assigned To</td>
<td>Rosamond, Jimmy</td>
</tr>
</tbody>
</table>
PM Work Order ID: 12180

Completion Date: 1/8/2016

This work order provides common tasks for the equipment being serviced. It is the responsibility of the person performing this work to:

1. Determine the appropriate implementation of each task,
2. Be safe and follow the safety policies and programs of the district,
3. Check with operating or area personnel regarding problems or deficiencies of each piece of equipment before starting work,
4. Take steps to prevent problems due to shutting down equipment for service,
5. Keep equipment and the surrounding area clean,
6. Mark the work order complete and note any deficiencies and/or incomplete tasks.

<table>
<thead>
<tr>
<th>Task Completed</th>
<th>Description / Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Verify all transformers, switchgear, and breaker panels are accessible and clear of equipment, supplies, flammable materials, and obstructions.</td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Verify panel covers are in place.</td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Repair or replace as necessary, or submit a work request for work beyond your abilities, training, or available resources. Notify your supervisor if any condition exists that would threaten human safety.</td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
6-21-811 Facilities Distress

- Any act or violation determined by the division to jeopardize any academic facility used by a public school or school district, including, but not limited to:
  - Material failure to maintain facilities in accordance with this subchapter or rules adopted by the Commission for PASAFT
  - Material violation of local, state, or federal fire, health, or safety code provisions or laws
Distress continued

- Material violation of applicable building code provisions or law
- Material failure to provide timely and accurate facilities master plans to the division
- Material failure to comply with state law governing purchasing or bid requirements in relation to academic facilities projects
Distress continued

- Material default on any school district debt obligation
- Any other condition of an academic facility or facilities in a school district that the division determines to have a detrimental impact on educational services
So, what happens?

- After notification by the division the district has 30 days to submit a facilities improvement plan.
- The division may provide on-site technical evaluation and assistance and make recommendations to the superintendent.
- The **recommendations are binding** on the superintendent, district and school board.
So, what happens?

- The division may require the superintendent to relinquish all administrative authority with respect to school district
- Replace the superintendent
- Pay the replacement from district funds
- Suspend or remove the school board
- Require additional training for staff
So, what happens?

- Require the district to cease all expenditures not related to adequacy
- Petition the state board to consolidate, annex or reconstitute the district
- The district can incur no additional debt without division approval
- Students may transfer to another district at any time that is not in facility distress
So, what happens?

- The district in distress shall pay transportation costs for students choosing to transfer
Division of Public School Academic Facilities and Transportation

- Compliance with state and Federal Laws
- Good housekeeping
- Follow the plan you submitted to the Division
- Division is staffed to conduct facility inspections
ASPMA Theme - Unsung Heroes or P3.docx
The End

Dusty Duncan
Marion School District
870 739 5100
dduncan@msd3.org