

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

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

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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

P³

MO 101

3 P's

Perception

Protection

Performance

MO 101

3 P's

Perception

Protection

Performance





200 Manor St.



ON
SCHOOL
THE
S







ON
SCHOOL
THE
S







1 PATRIOT DRIVE















ON
SCHOOL
THE
S



MO 101

3 P's

Perception

Protection

Performance

SAFETY AUTOMATION & TECHNOLOGY TRENDS

New Developments for 2017
and Beyond



Sponsored By

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AAHERA
OSHA
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SAFETY AUTOMATION & TECHNOLOGY TRENDS

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AAHERA
OSHA
EPA

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



SAFETY AUTOMATION & TECHNOLOGY TRENDS

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and Beyond



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PRONTOFORMS



AAHERA OSHA EPA

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





Figure 13. Entrapment hazards in flexible climbers

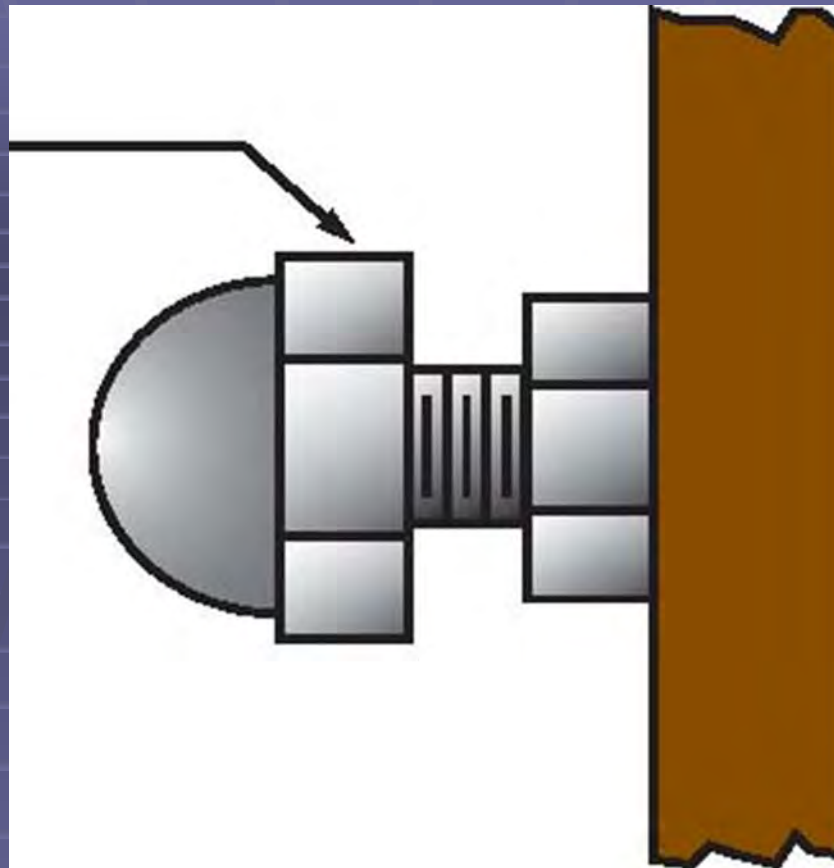


Figure 2. Example of a hazardous protrusion that increases in diameter from plane of initial surface and forms an entanglement hazard and may also be an impalement hazard.











**AND THIS IS WHY WOMEN
LIVE LONGER THAN MEN**





109-h3.com

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 ...

<https://theses.lib.vt.edu/theses/available/etd-08312006-155402/.../SOSETD.pdf.pdf> S O'Sullivan - 2006

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 ...

<https://eric.ed.gov/?id=ED441329> by GI Earthman - 1998

The Impact of School Building Condition and Student Achievement, and Behavior. Earthman, Glen I. <http://files.eric.ed.gov/fulltext/ED441329.pdf>

The sick building syndrome - NCBI - National Institutes of Health

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2796751>









ARKANSAS
DEPARTMENT
OF EDUCATION



Arkansas Association
of Educational Administrators



Arkansas Division of
Public School Academic
Facilities and Transportation

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

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Marion High School
Built 1917

Marion High School was the first building to be constructed on the site of the present school. It was built by the Marion Board of Education and the Marion Board of Health. The building was designed by the Marion Board of Education and the Marion Board of Health. The building was constructed by the Marion Board of Education and the Marion Board of Health. The building was designed by the Marion Board of Education and the Marion Board of Health. The building was constructed by the Marion Board of Education and the Marion Board of Health.







MARION
SCHOOL
1913

● DIRECTORS ●

S. L. NEWMAN, PREST.

S. V. NEELY, SEC'Y.

J.E. CLARKE

L.C. MEYER

A. B. SHAFER

LOUIS BARTON

E.M. WEATHERS

ARENTS

MARION
ELEMENTARY SCHOOL
2013

DISCUSSION

[illegible]

A. JAM THOMAS JR
STEVE A. HUTTON
42N. HINCHAY SCHWABERSON
MARSHALL ARMI
BRUCE PROFFITT
DAVID JACKSON
WAL. MART TURNER

100% GUARANTEE
 COMPLETE GUARANTEE

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112

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

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ARKANSAS DEPARTMENT OF EDUCATION

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



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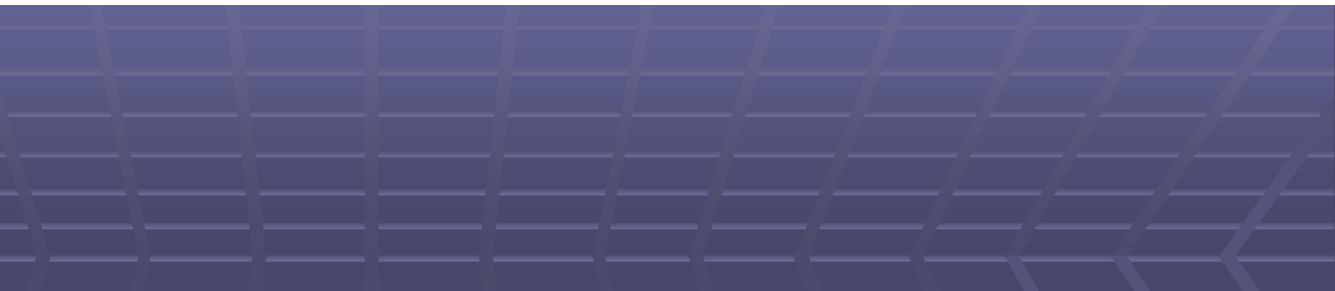
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ARKANSAS DEPARTMENT OF EDUCATION



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Memo Information

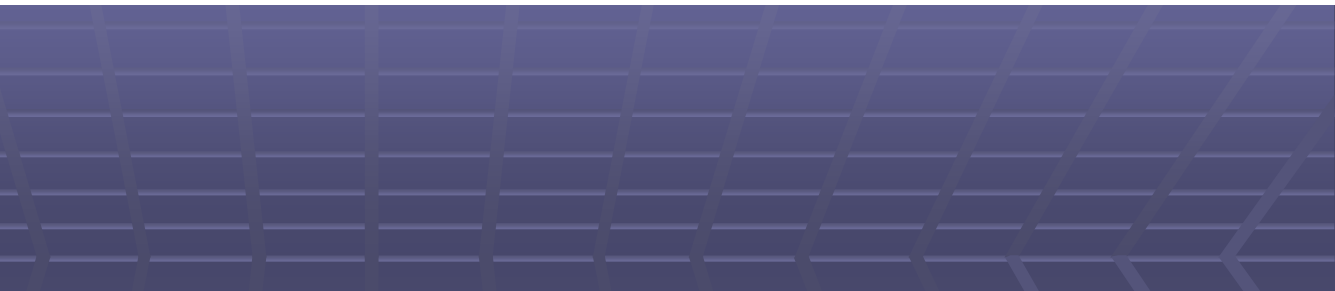
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Attachments

- [9 Percent MO Req Exp FY 14.xls](#)



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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

- Arkansas-2017-HB1925-Chaptered act 864 (1).pdf

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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 - (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)

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Facilities Master Plan

Tabs Pertinent to Facilities Directors

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Act 1426

Facilities Master Plan

Tab 9 - Custodial Care Plan



Custodial and Maintenance Manual

- Manual provided to all districts by Facilities Division
- Available for download from
- <http://arkansasfacilities.arkansas.gov/facilities/maintenance/custodial-maintenance-manual>

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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

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.

Act 1426

Facilities Master Plan

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2. **Custodial Duties and Frequency**
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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

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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

Custodial Work Schedule (Appendix B)

[Sample Work Schedule.docx](#)

Act 1426

Facilities Master Plan

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Custodial Training

Appendix D

General Training Suggestions

Venders

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

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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



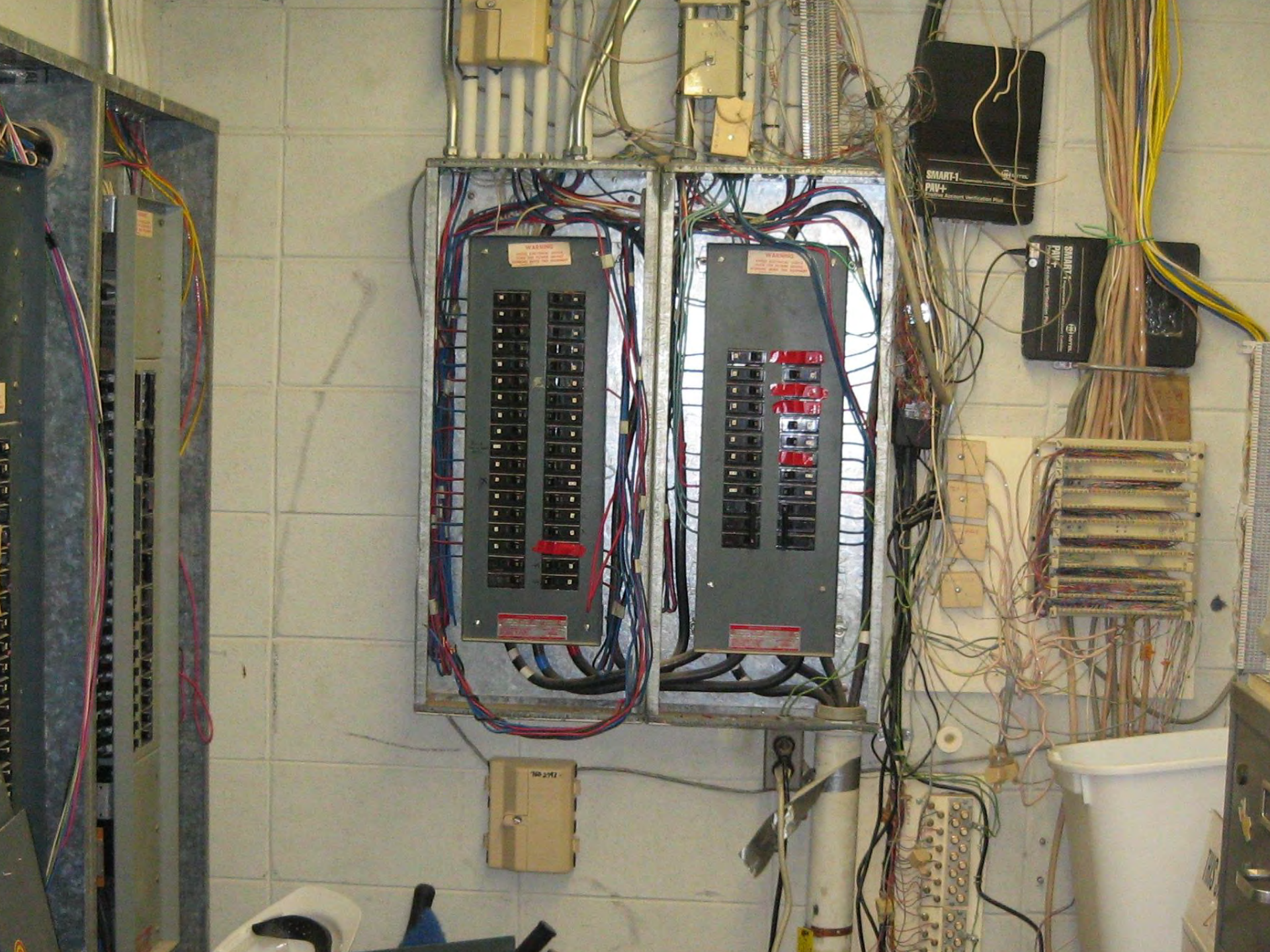




Routine Duties Cont.

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)

Act 1426

Facilities Master Plan

Tab 10 – Work Request System

Implement a Work Request System

Provide Documentation

SchoolDude Maintenance Direct

Sample Work Request

Add/Update Work Order

Work Order: 13049

Save

Reset

◀ First

◀ Prev

Next ▶

Last ▶▶

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

Request Info

Location

Marion Intermediate School ▼

Building

Bldg. #60 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

Add/Update Work Order

Work Order: 13049
 [◀ First](#) [◀ Prev](#) [Next ▶](#) [Last ▶▶](#)

Status ☒

Priority ☒

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

Created By
W.T. Dusty Duncan

Status Last Changed By

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

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

Last Changed By
W.T. Dusty Duncan

Request Info

Location

Building

Area

Area Number

Request Date ☒

☐ **Emergency?**

Request Description ☒

Please stop the water from flowing down the hill in front of the school

[▶ Back to Shortcuts](#)

Sample Work Request

MARION SCHOOL DISTRICT
Date Created: 7/17/2016 2:40PM

Page 1 of 1
Printed on: 7/18/2016

Work Order ID: 13049

Completion Date: 7/17/2016

Description	Please stop the water from flowing down the hill in front of the school		
Location	Marion Intermediate Schoool	Building	Bldg. #60 MIS
Area	Grounds	Priority	Medium
Area Number	parking	Craft	Grounds
Academic/Non Academic	Academic	Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Duncan, W.T. Dusty	Requester	
	7/17/2016		7/17/2016

Sample Work Request

Request Info

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?

► [Back to Shortcuts](#)

Sample Work Request

MARION SCHOOL DISTRICT

Date Created: 8/31/2009 8:05AM

Page 1 of 1

Printed on: 7/18/2016

Work Order ID: 329

Completion Date:

Description	Help! Please come and get the snake from under the lab table in room AA2		
Location	Marion Junior High School	Building	Bldg. #70 MJHS
Area	Classroom	Priority	Medium
Area Number	Kitchen sink	Craft	Miscellaneous
Academic/Non Academic	Academic	Type	

Sample Work Request

Request Info

Location

Marion Junior High School ▼


Building

Bldg. #70 MJHS ▼

Area

Classroom ▼

Request Date ☒

8/31/2009 

Request Description ☒

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)

Area Number

AA 102

☐ Emergency?

Sample Work Request

MARION SCHOOL DISTRICT

Page 1 of 1

Date Created: 8/31/2009 8:11AM

Printed on: 7/18/2016

Work Order ID: 330

Completion Date: 9/2/2009

Description	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)		
Location	Marion Junior High School	Building	Bldg. #70 MJHS
Area	Classroom	Priority	Medium
Area Number	md-109	Craft	Heating/Ventilation /Air Conditioning
Submitted By	John Smith	Submitted Date	8/31/2009

Sample Work Request

Request Info

Location

Avondale Elementary School ▼

Building

Bldg. #1 AES ▼


Area

Restroom (Boys) ▼

Area Number

rm44

Request Date ☒

5/17/2012 

☐ Emergency?

Request Description ☒

Please leave the Air Conditioning on this summer
for the Gerbils

Sample Work Request

MARION SCHOOL DISTRICT

Date Created: 5/17/2012 8:48AM

Page 1 of 1

Printed on: 7/18/2016

Work Order ID: 5986

Completion Date: 5/29/2012

Description	Please leave the Air Conditioning on this summer for the Gerbils		
Location	Avondale Elementary School	Building	Bldg. #1 AES
Area	Restroom (Boys)	Priority	Medium
Area Number	rm44	Craft	Health/Safety
Academic/Non	Academic	Type	

Sample Work Request

Request Info

Location

Marion Elementary School ▼

Building

Bldg. #2022 2nd grade ▼


Area

Restroom (Boys) ▼

Area Number

Boy's Restroom

Request Date ☒

12/15/2015 

☐ Emergency?

Request Description ☒

The last commode is leaking in the restroom.

Sample Work Request

MARION SCHOOL DISTRICT

Page 1 of 1

Date Created: 12/15/2015 3:20PM

Printed on: 7/18/2016

Work Order ID: 12272

Completion Date: 12/16/2015

Description	The last commode is leaking in the restroom.		
Location	Marion Elementary School	Building	Bldg. #2022 2nd grade
Area	Restroom (Boys)	Priority	Medium
Area Number	Boy's Restroom	Craft	Plumbing
Academic/Non Academic	Academic	Type	

Sample Work Request (PD)


Request Info

Location
Administration ▼

Building
Bldg. #100 Central Office ▼

Area
Office ▼

Area Number
CO

Request Date ☒
7/18/2016 

Request Description ☒
Broken Door

☐ **Emergency?**

▶ [Back to Shortcuts](#)

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

Tab 11 – Preventative Maintenance Plan

What is a Preventative Maintenance -

Regularly scheduled events designed to maintain the integrity of buildings, building systems , grounds and safety standards.

Act 1426

Facilities Master Plan

Tab 11 – Preventative Maintenance Plan

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.

Act 1426

Facilities Master Plan

Tab 11 – Preventative Maintenance Plan

Who requires (regulates) PMI?

1. State and Federal Law and Agencies

Fire Suppression

ADA

Gas Line

Elevator Inspection

Boiler Inspections

AHERA

Health Department

Dept. Environmental Quality

Ark. Department of Labor Training

Act 1426

Facilities Master Plan

Tab 11 – Preventative Maintenance Plan

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

http://arkansasfacilities.arkansas.gov/public/userfiles/Facilities/Division_School_District_Support/Maintenance/State_Inspections/PowerPoint_-_AAEA_-_State_Mandated_Inspections_073112.pdf

Act 1426
Facilities Master Plan
Tab 11 – Preventative Maintenance Plan

Preventative Maintenance Schedule Suggestions

http://arkansasfacilities.arkansas.gov/public/userfiles/Facilities/Division_School_District_Support/Maintenance/Preventative_Maintenance_Schedule_Suggestions/Preventative_Maintenance_Schedule_Suggestions1.pdf

SAMPLE PMI


[Home](#) [Calendar](#) [New Work Order](#) [Reports](#) [Services](#) [Account Setup](#) [MyDude](#)

[GO](#) [Advanced Search](#) [Services](#) | [Help](#)

Actions: [Add](#) | [List](#) | [Graph](#) | [Report](#)

Work Order [Shortcuts](#) [Related Links](#) [Legend](#)

Add/Update Work Order

 **PM Work Order: 12180**
[Save](#) [Reset](#) [First](#) [Prev](#) [Next](#) [Last](#)

Status ☒

Priority ☒

Status Date
1/8/2016 10:55:44 AM

Status Last Changed By
Jimmy Rosamond

Date Last Printed

Created By
Jimmy Rosamond

Date Created
12/2/2015 12:42:43 AM

Last Changed By
Jimmy Rosamond

Request Info

Location

Building

Area

Request Date
12/2/2015 12:42:43 AM

Request Description ☒

Area Number

☐ **Emergency?**

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

	Description	Procedures
1	Verify all transformers, switchgear, and breaker panels are accessible and clear of equipment, supplies, flammable materials, and obstructions.	
2	Verify panel covers are in place.	
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.	

SAMPLE PMI

MARION SCHOOL DISTRICT
Date Created: 12/2/2015 12:42AM

Page 1 of 2
Printed on: 7/18/2016

PM Work Order ID: **12180**

Completion Date: 1/8/2016

Description	Yearly - MHS-Bldg 23-Electrical Sys-Annual - Refer to PM schedule details.		
Location	Marion High School	Building	Bldg. #23 North Annex MHS
Area		Priority	Medium
Area Number		Craft	Electrical
Academic/Non Academic	Academic	Type	Electrical Systems
Status	Complete	Estimated Hour	0.00
Assigned To	Rosamond, Jimmy	Requester	Jeff Altemus 870-739-5100

SAMPLE PMI

MARION SCHOOL DISTRICT
Date Created: 12/2/2015 12:42AM

Page 2 of 2
Printed on: 7/18/2016

PM Work Order ID: **12180**

Completion Date: 1/8/2016

**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.

Task Completed		Description / Procedures
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1	Verify all transformers, switchgear, and breaker panels are accessible and clear of equipment, supplies, flammable materials, and obstructions.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	Verify panel covers are in place.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	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.

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
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dduncan@msd3.org

