

4 AAC 31.013 Preventive Maintenance and Facility Management Compliance

District Self-Test

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April 7, 2005

(a) For a district to be eligible for state aid under [AS 14.11.011](#), the district must have a facility management program that addresses the following five elements of facility and maintenance management:

- (1) a formal maintenance management program** that records maintenance activities on a work order basis, and tracks the timing and cost, including labor and materials, of maintenance activities in sufficient detail to produce reports of planned and completed work;

Self-Tests (can you):

Mandatory

1. Show your system for recording all maintenance activities on a work order basis (e.g., how is a maintenance activity work order handled from creation to completion)?
2. Show your maintenance personnel performed no maintenance activities this week/this month not recorded on a work order?
3. Generate a report of your planned maintenance activity for the next quarter that shows the timing (i.e., schedule) of that work?
4. Produce a report covering the previous three months collecting all maintenance activities associated with completed work orders and their costs including labor and materials?

Best Practice

5. Produce reports of maintenance activity by typical maintenance categories such as preventive (scheduled), routine, corrective (emergency) and operations?
6. Show a report of planned versus completed maintenance activity for each facility by work order?
7. Show that assets are identified for tracking purposes to the component level within each facility?
8. Demonstrate how the data collected about the maintenance operation is used in the day-to-day management of the program?

- (2) an energy management plan** that includes recording energy consumption for all utilities on a monthly basis for each building; for facilities constructed before 12/15/2004, a district may record energy consumption for utilities on a monthly basis when multiple buildings are served by one utility plant;

Self-Tests (can you):

Mandatory

9. Produce a monthly historical for the past 12 months record of energy consumption for each type of utility (e.g., fuel oil, electricity, natural gas, LPG, water) for each building?
10. Demonstrate that each building is separately measured each month unless served by one utility plant?

Best Practice

11. Compare energy consumptions by month to the same periods in preceding years?
12. Track heating degree-days for your region and use the data to compensate for comparative energy consumption analysis?

- (3) a custodial program** that includes a schedule of custodial activities for each building based on type of work and scope of effort;

Self-Tests (can you):

Mandatory

13. Produce a copy of your written custodial plan at each building showing a schedule of custodial activities?
14. Show that your plan for each building includes the type of work (i.e., the activity needed for each surface or equipment item) and the scope of effort (i.e., the frequency of care for each type of work)?

Best Practice

15. Show that in addition to frequency, you have included in your scope of effort the quantity (i.e., square feet of carpet, number of toilet fixtures, etc.) associated with the effort and the scheduled time for the activity?
16. Demonstrate your plan has been made available to all custodial staff, principals and management personnel?
17. Demonstrate how the plan transfers to custodial work being done at the site?

- (4) a maintenance training program** that specifies training for custodial and maintenance staff and records training received by each person; and

Self-Tests (can you):

Mandatory

18. Provide a written training plan or mission statement that addresses annual training goals?
19. Produce a schedule of planned training for the coming year for custodial personnel? For maintenance personnel?
20. Produce a record of training received by individual custodian and maintenance staff?

Best Practice

21. Show you are tracking maintenance training on a work order?
22. Produce records showing you have identified a training event annually for each maintenance worker on a building system specific item?

- (5) a renewal and replacement schedule** that, for each school facility of permanent construction over 1,000 gross square feet, identifies the construction cost of major building systems, including electrical, mechanical, structural and other components; evaluates and establishes the life-expectancy of those systems; compares life-expectancy to the age and condition of the systems; and uses the data to forecast a renewal and replacement year and cost for each system.

Self-Tests (can you):

Mandatory

23. Provide a Renewal/Replacement Schedule for each permanent building over 1000 square feet in size?
24. Demonstrate that major building systems are identified at least at the level of the 26 systems used on the EED renewal and replacement schedule?
25. Show information that supports the data in your schedule was developed based on on-site assessments?

Best Practice

26. Show how these schedules are being used in your district to formulate capital plans?
27. Show, for buildings with major additions of different ages, that separate R&R schedules have been created?
28. Demonstrate that the R&R schedules are updated each year?
29. Provide a site-by-site or districtwide forecast of renewal cost by fiscal year?