

Division of Public School Academic Facilities & Transportation
Act 933 of 2019
Preventative Maintenance Schedule Requirements

A.C.A. § 6-21-808 (c)(2) was amended by Act 933 of 2019 to address all school districts' use of the State-provided computerized maintenance management system as follows:

- (2) Standards for maintenance, repair, and renovation activities in public school facilities **shall** include the following:
- (A) The **required** contents of a preventive maintenance plan, which **shall** include guidelines for:
- (i) Scheduling preventive maintenance activities for public school facilities;
 - (ii) Preparing and retaining documentation that describes preventive maintenance work related to public school facilities and identifies the completion date of the work;
 - (iii) Scheduling lawfully required inspections of public school facilities conducted by state agencies and commissions; and
 - (iv) Scheduling the inspections specified by the Commission for Arkansas Public School Academic Facilities and Transportation relating to safe, dry, and healthy public school facilities;

School districts **shall** use the computerized maintenance program to meet the Statute(s) requirements. A.C.A. § 6-21-808 (c)(2)(B)(ii).

The Rules Governing the Academic Facilities Partnership Program (*Rule*) in Section 5.05.3 Ranking of Projects indicates that *“Division will ensure that **all required** district preventive maintenance inspections are completed and documented for the previous fiscal year. Supporting documentation **shall** include completed CMMS work orders and uploaded inspection documents. **Projects from districts that have not completed and documented all required preventive maintenance inspections shall be moved to the bottom of the project ranking list.**”*

This brief summary should provide school districts guidance to properly set up the computerized maintenance management system to include the Preventative Maintenance (*PM*) Schedules and help reduce unnecessary or burdensome duplications.

The data each school district enters into the system will be included by individual school district in the Annual Reports submitted to the Governor of Arkansas, House Committee on Education, Senate Committee on Education, Academic Facilities Oversight Committee, Legislative Audit, and Bureau of Legislative Research, along with others as needed.

The PM Schedules will additionally be used in the Division's review process of a school district's application for Space or Warm, Safe, and Dry projects to be sure all requirements have been met. PM Schedules will be beneficial to school districts for justification when applying for Partnership funding.

PM Schedules are setup by Building and by System.

PM Schedules for non-academic buildings can be setup as one Building and by System, such as

- Maintenance Complex by System
- Athletic Complex by System

State Mandated Inspections are set up by all Buildings and all Locations by System. The maximum State Mandated Inspections would be 15, if all system were present within the school district.

The following PM Schedules are in addition to the State Mandated Inspections. The PM items expected to be entered by the school districts into the CMMS and completed by the end of each fiscal year are:

SITE

- Combine the Types: Sidewalks, Canopies, Parking Surfaces, Fencing, ADA Access & Fire Lanes into one Type. Enter one Six (6) Month Schedule for the main Building at each Location/Campus.
- Playgrounds: Enter one Monthly Schedule for the main Building at each applicable Location.
- Grounds: Enter one Monthly (for Daily) Schedule for the Main Building at each Location/Campus.

ROOF

- Enter one Six (6) Month Schedule for each Building at each Location

EXTERIOR

- Combine the Types: Windows, Exterior Doors & Exterior Painting into one Type. Enter one Annual Schedule for each Building at each Location.

STRUCTURAL

- Combine the Types: Foundations, Wall Systems, Masonry & Concrete into one Type. Enter one Six (6) Month Schedule for each Building at each Location.

INTERIOR

- Combine the Types: Flooring, Walls, Ceilings, Interior Doors & Stairways into one Type. Enter one Annual Schedule for each Building at each Location.

HVAC

- Air Filters. Enter one Monthly Schedule (1 to 3 months) for each applicable Building at each Location.
- Combine the Types: Split Systems, Package Units, Ventilation Systems and Controls into one Type. Enter one Annual Schedule for each applicable Building at each Location.
- Chillers. Enter one Monthly (for Daily) Schedule for each applicable Building at each Location.
- Cooling Towers. Enter one Six (6) Month Schedule for each applicable Building at each Location.

ELECTRICAL

- Combine the Types: Distribution, Service, Lighting (Exterior and Interior) & Generators into one Type. Enter one Annual Schedule for each Building at each Location.

PLUMBING

- Combine the Types: Fixtures and Components, Water Piping, Water Heaters & Sewer into one Type: Enter one Annual Schedule for each Building at each Location.
- Backflow Preventers. Enter one Annual Schedule for each applicable Building at each Location.
- Well Systems. Enter one Monthly (for Daily) Schedule for one Building at each applicable Location.

FIRE & SAFETY

- Fire Extinguishers. Enter one Monthly and one Annual Schedule for each Building at each Location.
- Kitchen Hood Suppression Systems. Enter one Six (6) Month Schedule for each applicable Building at each Location.
- Fire Alarms. Enter one Monthly Schedule and one Annual Schedule for each Building at each Location.
- Fire Sprinkler Systems. Enter one Annual Schedule for each applicable Building at each Location.
- Emergency Lights and Exit Lights. Enter one Monthly Schedule for each Building at each Location.

SPECIALTIES

- Kitchen Equipment. Enter one Six (6) Month Schedule for each applicable Building at each Location.
- Elevators and Wheel Chair Lifts. Enter one Six (6) Month Schedule for each applicable Building at each Location.