DEMING PUBLIC SCHOOLS

FACILITIES MAINTENANCE PROGRAM & PREVENTIVE MAINTENANCE PLAN

JANUARY 2012
General

Essential Need:

Without a reliable routine planned maintenance program and a scheduled preventive maintenance plan a school district cannot effectively maintain its facilities. This program is not a short term commitment but an ongoing continued work task, assessment of conditions, and developing and implementing preventive and corrective measures. The results of such a program can affect the District’s facilities by reduction of overall costs, lessening impacts on the educational process, providing stable conditions, increased years of reliable service, and the ability to adequately budget.

Communication:

The prime uses of such a program are the development of adequate communication to assess each school and the condition of facilities. A well developed program brings the schools staff and the district’s maintenance department together to find and resolve maintenance problems and to have a record of what has happened and needs to happen. It is very important that schools staff and new employees understanding of how the system works and what part they play.

Exceptional:

Schools are unique and exceptional from other building types due to their intense use and abuse, young occupants, and special design requirements. Rigid standards and extra precautions must be taken to ensure life safety. Buildings are seasonal with long periods of use and short periods of limited occupancy. All of these factors make maintenance difficult to do without interfering with the educational process and therefore maintenance must be done after school hours or during vacations periods.

Training and Development

Building maintenance has become a sophisticated process with new equipment, materials, and maintenance personnel required to have more technical skills to keep the electrical, mechanical, and special systems in operation. To do this formal career path training must be presented and selected individuals must attend courses for continued education on the latest and evolving technical problems.
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PREVENTIVE MAINTENANCE PLAN

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1. Maintenance Mission Statement and Maintenance Goals

Mission Statement:

Working together as a team the Maintenance Division will provide a high degree of service to ensure a clean and safe learning environment to satisfy all students, staff & community stakeholders of Deming Public Schools.

Goals:

1. Efficient & Effective Operation
   Measure:
   - Schooldude number of work orders completed versus outstanding work orders at end of each semester.
   - Number of emergencies each month

2. Quality Customer Service
   Measure:
   - Number of complaints & compliments each month.
   - Internal department satisfaction survey.

3. Safety in Learning & Work Environment
   Measure:
   - Safety records.
   - Number of incidents/accidents.
   - Number of Safety Code violations.
   - Number of Inspection Reports.
   - Number of Preventative Maintenance Plans.

4. Teamwork
   Measure:
   - Improved department data
   - Systems check level 2 & 3 progress.
2012 Facilities Maintenance Program Goals

*Maintenance Goals should be Specific, Measurable, Attainable, Realistic and Tangible.*

1. Continue the Facility Preventative Maintenance Program
4. Apply PDSA procedures to Maintenance.
5. Update Inventory
2. Maintenance Organization

All Deming Public Schools maintenance personnel, including the custodians, take direction from the district business manager and maintenance supervisor, per the following organization chart:
Staffing Responsibilities:

Business Manager: Based upon the guidance of the Superintendent, the Business Manager is the direct supervisor of the Maintenance Supervisor, providing direction on maintenance issues. He/she assists the Maintenance Supervisor with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts. He/she also develops the Maintenance Department budget based upon analysis of past expenditures and projected requirements.

Maintenance Supervisor: Responsible for the districts facilities operations functions and maintenance activities and accountable for the leadership and supervision of district maintenance personnel.

Maintenance, Journeyman Boiler Man/Gas Fitter: Responsible and accountable for performing the functional operations of boiler and gas fitting maintenance services for district sites, schools buildings and campuses. Also responsible and accountable for providing preventive, intervention and maintenance services and repairs on all types of building heating units through the use of appropriate equipment and safety procedures.

Maintenance Journeyman Electrician: Responsible and accountable for performing the electrical maintenance services and repairs at all district sites, school buildings and campuses. Provides for the moving of furniture, supplies, materials and equipment, etc throughout intra- or inter- districts sites, school buildings and campuses

Maintenance Specialist: Performs basic electrical or plumbing functions tasks that do not involve a Journeyman license.

Locksmith: Installs, repairs, rebuilds, and services mechanical or electrical locking devices, using hand tools and special equipment: Disassembles locks, such as padlocks, safe locks, and door locks, and repairs or replaces worn tumblers, springs, and other parts, Inserts new or repaired tumblers into lock to change combination, Cuts new or duplicate keys, using key cutting machine. Moves lock pick in cylinder to open door locks without keys. Opens safe locks by drilling, May keep records of company locks and keys.

Plumber: Installs plumbing systems in buildings, according to blueprints: Reads blueprints to determine type of plumbing system required. Writes cutting list that specifies sizes and quantity of copper pipe needed and makes all necessary repairs involving plumbing and fixtures.

Grounds Keeper: Responsible and accountable for performing the functional operations of grounds services for district sites, school buildings and campuses. Also responsible and accountable for providing preventive, intervention and renovation/construction on all types of ground structures and associated utilities through the use of appropriate equipment and safety procedures

Maintenance Man: Responsible and accountable for performing the functional operations of maintenance and repair services at all district sites, school buildings and campuses. Also
responsible and accountable for providing preventive, intervention and renovation/construction on all types of building structures and building ground through the use of appropriate equipment and safety procedures. Provides for the moving of furniture, supplies, materials and equipment, etc throughout intra- or inter- districts sites, school buildings and campuses

Also responsible and accountable for providing preventive, intervention and renovation/construction on all types of ground structures and associated utilities through the use of appropriate equipment and safety procedures

**Maintenance Helper:** Responsible to assist the maintenance department in providing excellent customer service and maintaining and repairing district facilities systems and equipment.

3. Maintenance Priorities & Procedures

**Priorities:**

**Deming Public Schools** has established the following priorities for Maintenance Department response to requested work:

1. **Emergency** – eminent life safety threat or operational disruption that could cause the closure of schools.
2. **Safety/Health/Security/ADA** - identified problem that could result in injury if not corrected in a time manner. (Includes fire marshal identified deficiencies, playground equipment hazards, etc.)
3. **Preventive Maintenance** – scheduled inspection or routine maintenance tasks that if not completed, could result in failure of a facility system or equipment item.
4. **Unscheduled Repair Actions** - action required in repairing a facility system, equipment item, or building component that is not functioning properly, or was damaged.
5. **Support Services** – upon request, the maintenance department can assist schools with special events and programs. As much advance notice as possible is requested so that this support can be de-conflicted with other work requirements.

**Procedures:**

**Deming Public Schools** currently processes maintenance work orders only through Schooldude. The only requests from schools allowed to be called in are emergencies. The Maintenance Supervisor then assesses priority and assigns the work orders to the appropriate technician(s) or custodian(s). If a technician or a custodian identifies a facility problem at his/her school, they are to always submit a work order.

The Maintenance Supervisor also oversees the district’ Facilities Maintenance Program assigning work orders to the maintenance custodians and technicians or a district contractor.
4. Work Order Initiation & Process


FACILITY INSPECTION REPORTS

Bi-Weekly
V-1 Vehicles

Monthly
A-1 Alarm Systems
A-3 Auditorium
C-1 Classrooms
C-2 Communication Equipment & Systems
D-1 Doors and Windows
E-3 Exterior and Interior Lighting
E-4 Exterior Stairs, Decks and Landings
F-1 Fences
F-4 Food Services Area
G-1 Gas Connections
G-2 Gates
G-4 Gymnasium
H-2 HVAC Equipment & Systems
L-1 Landscaping
L-2 Library
L-3 Locker Rooms
O-1 Offices
P-1 Playgrounds
R-1 Restrooms
S-2 Signage
T-1 Tennis Courts (Hard)

T-2 Track And Field Areas

Quarterly
G-3 Gutters and Roof Drains

Semi-Annual
A-2 Asphalt
R-2 Roofing
S-4 Structural

Annual
B-1 Backflow Devices

E-1 Electrical Equipment & Systems
E-2 Emergency Generator
F-2 Fire Extinguishers Contracted Service
H-1 Hot Water Heaters
I-1 Irrigation Controls (Primary Schools)
I-1 Irrigation Controls (Primary Schools)
I-2 Irrigation Controls (Secondary Schools)
I-2 Irrigation Controls (Secondary Schools)
S-1 Sanitary Sewer Systems
S-1 Sanitary Sewer Systems
S-3 Storm Drains
S-3 Storm Drains

Five Year
F-3 Fire System Certification

Quarterly
G-3 Gutters and Roof Drains

Semi-Annual
A-2 Asphalt
R-2 Roofing
S-4 Structural

Annual
B-1 Backflow Devices
**FACILITY INSPECTION REPORT SCHEDULE (EXAMPLE)**

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A-1 ASPHALT (SEMI-ANNUAL) INSPECTION REPORT (EXAMPLE)

Building ID: Deming High School
Inspector: _______________________
Date: _______________________

**Inspection Record**

**Evaluation:**
1= Good
2= Needs Attention
3= Needs Immediate Attention

_______ Parking bumper conditions and position
_______ Speed bump conditions
_______ Striping and pavement signage conditions
_______ ADA accessibility
_______ Signage (See also Signage checklist)

_______ Compliance with codes and standards:
_______ Message currency:
_______ Visibility:
_______ Overall condition:

_______ **Edge conditions:**

_______ **Surface conditions** for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline:

_______ **Overall appearance:**

_______ **Overall condition** for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking cracking, and tripping hazards:

_______ **Other**
6. Established Operations & Maintenance Activities

DAILY

1. Raise flag at 8:00 a.m., lower at sunset (If not lighted).
2. Remove snow and ice accumulations from sidewalks and entry areas as needed.
4. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots.
5. Replenish restroom supplies.
7. Replace damaged and soiled ceiling tiles.
8. Replace electrical lamps, breakers, fuses and ballasts as needed.
9. Check boiler, mechanical, electrical and telephone rooms; listen for unusual noises; check for excessive heat and equipment vibrations.
10. Ensure doors, windows and roof accesses are secured nightly.

WEEKLY

1. Re-lamp exterior building, parking lot and site lighting as needed.
2. Remove rubbish from property.
3. Trim lawn edges and mow professionally to 2” during growing season.
   - Remove lawn trimmings
   - Remove visible weeds
   - Sweep walks & gutters
   - Rake and clean gravel and mulch areas
   - Test and adjust irrigation system as needed

MONTHLY/QUARTERLY/SEMI-ANNUALLY/ANNUALLY

1. Reset time clocks. (Apr and Oct)
2. Verify proper cycling of sewage pumps. (Jan, Apr, Jul & Oct)
3. Restore cracks and blemishes on building exterior. (Apr & Oct)
4. Verify that there is adequate janitorial supply on hand. (Monthly)
5. Verify that there is adequate supply of filters, lamps, etc. (Jan, Apr, Jul & Oct)
6. Activate lawn sprinkler irrigation system. Test, inspect and repair as needed. (Mar)
7. Apply pre-emergent weed control. (Mar)
8. Apply broad leaf weed control in lawns. (Mar)
9. Aerate lawns. (Mar)
10. Fertilize lawns. (Apr, Jul & Oct)
11. Fertilize trees and shrubs. (Apr & Oct)
12. Prune trees and shrubs. (Mar)
13. Winterize lawn irrigation sprinkler system. (Nov)
15. Supervise elevator maintenance service. (Monthly)
16. Check all door operations and adjust hardware as applicable. (Mar & Sep)
17. Replace burned out and flickering lamps (light bulbs) (Monthly)
18. Check for tripped circuit breakers. (Monthly)
19. Check elevators and dock levelers for proper operations. (Monthly)
20. Test smoke detectors (Feb, May, Aug, Nov)
21. Supervise annual fire protection test. (As Scheduled)
22. Supervise annual fire sprinkler system test. (As Scheduled)
23. Supervise annual backflow protection valve test. (As Scheduled)
24. Rotate fire line valves off and on. (Mar, Jun, Sep & Dec)
25. Rotate all plumbing fixture shut off valves. (Mar, Jun, Sep & Dec)
26. Rotate all water valves serving floor drains. (Mar, Jun, Sep & Dec)
27. Rotate all bib valves. (Mar, Jun, Sep & Dec)
28. Test emergency generator. (Monthly)
29. Test and service exit lights. (Monthly)
30. Test and service emergency lights. (Monthly)
31. Test lighting fixtures. (Monthly)

7. Custodial Duties & Responsibilities

**DAILY:**
- Empty trash receptacles.
- Sweep entrances, lobbies and corridors.
- Spot sweep floors and spot vacuum carpets.
- Clean drinking fountains.
- Sweep and damp mop or scrub toilet rooms.
- Clean all toilet fixtures and replenish toilet supplies.
- Deposit of all trash and garbage generated in or about the building.
- Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines.
- Dust horizontal surfaces that are readily available and visibly require dusting.
- Spray buff resilient floors in main corridors, entrances and lobbies.
- Clean elevators and escalators.
- Remove carpet stains.
- Police sidewalks, parking areas and driveways.
- Sweep loading dock areas and platforms.

**THREE TIMES A WEEK:**
- Sweep or vacuum stairs.

**WEEKLY:**
- Damp mop and spray buff all resilient floors in toilets and health units.
- Sweep sidewalks, parking areas and driveways (weather permitting).

**EVERY TWO WEEKS:**
- Spray buff resilient floors in secondary corridors, entrances and lobbies.
- Dust mop and spray buff hard and resilient floors in office space.
MONTHLY:
- Thoroughly dust furniture.
- Completely sweep and/or vacuum carpets.
- Sweep storage space.
- Spot clean all wall surfaces within 70” of the floor.

EVERY TWO MONTHS:
- Damp wipe toilet waste paper receptacles.
- Damp wipe stall partitions.
- Damp wipe doors.
- Damp wipe windowsills & frames.
- Shampoo entrance & elevator carpets.

THREE TIMES A YEAR:
- Dust wall surfaces within 70” of the floor.
- Dust vertical surfaces & under surfaces.
- Clean metal & marble surfaces in lobbies.
- Wet mob or scrub garages.

TWO TIMES A YEAR:
- Wash all interior and exterior windows and other glass surfaces.
- Strip and apply four coats of finish to resilient floors in toilets.
- Strip and refinish main corridors and other heavy traffic areas.
- Shampoo carpets in corridors and lobbies.

ONCE A YEAR:
- Wash all Venetian blinds and dust six months from washing.
- Vacuum or dust all surfaces in the building above 70” from the floor including light fixtures.
- Vacuum all drapes in place.
- Strip and refinish floors in offices and secondary lobbies and corridors.
- Clean balconies, ledges, courts, areaways and flat roofs.
- Shampoo carpets throughout the building.

ONCE EVERY TWO YEARS:
- Dry-clean or wash (as appropriate) all drapes.

ONCE EVERY THREE YEARS:
- Repaint classrooms and corridors.
8. District Facilities and Equipment

The Deming Public Schools District has twelve campuses and two administration sites.

1. Bataan Elementary School (67,400 Sq. Ft.) No Portables
2. Bell Elementary School (36,507 Sq. Ft.) 2 Portables (1,792 Sq. Ft.)
3. Chaparral Elementary School (53,108 Sq. Ft) 1 Portable (896 Sq. Ft.)
4. Columbus Elementary School (68,875 Sq. Ft.) No Portables
5. Deming High School (182,370 Sq. Ft.) 12 Portables (10,640 Sq. Ft.)
6. Deming Middle School (73,272 Sq. Ft.) No Portables
7. Hofacket Mid/High School (92,675 Sq. Ft.) No Portables
8. Memorial Elementary School (36,280 Sq. Ft.) 9 Portables (8,064 Sq. Ft)
9. My Little School (4,634 Sq. Ft.) 1 Portable (896 sq. ft.)
10. Red Mountain Middle School (126,000 Sq. Ft.) No Portables
11. Smith Elementary School (37,989 Sq. Ft.) 2 Portables (1,792 Sq. Ft.)
12. Ruben S. Torres Elementary School (67,000 Sq. Ft.) No Portables
13. Administration Florida (27,694 Sq. Ft) 6 Portables
14. Administration Cody (29,900 Sq. Ft.) No Portables
1. **PURPOSE:** The purpose of the Preventive Maintenance Plan is to develop and implement an efficient and effective systematic system for maintaining maintenance of facilities.

2. **OBJECTIVE:** The primary objective of the Preventive Maintenance Plan is to provide direction for maintenance in a manner, which will maximize equipment operational readiness.

   The intermediate objectives are as follows:
   
   a. Establish uniform maintenance standards and criteria.
   b. Minimize cost by reducing unnecessary damage to building systems and equipment.
   c. Schedule, plan, manage, and track maintenance.

3. **SCOPE:** The Preventive Maintenance Plan as described here is fully applicable to all Deming Public Schools Facilities in assisting to maintain the facility as designed levels of reliability.

4. **DESCRIPTION:** The Preventive Maintenance Plan provides simple and standard guidelines for maintenance personnel to plan, schedule, control and perform preventive maintenance of facility systems and equipment and represents an effective means for utilizing available manpower resources in support of maintenance.

5. **2012 PREVENTIVE MAINTENANCE PLAN GOALS**

   1. Commit at least 20 percent of maintenance resources to scheduled preventive maintenance tasks.
   2. Update Equipment Inventories for all locations due to various changes and moves by November 2012.
   3. Incorporate all inventory changes in schools and equipment into our current Preventative Maintenance Plan by December 2012.

Data collection formats are developed by PSFA and used to have a district selected vendor to inventory facilities equipment and systems that require periodic preventive maintenance.
1. **Item Number** – Enter a unique item number such as: AC-SCHS-001 i.e. (AC) Air Conditioner at (SCHS) Santa Clara High School - Unit # 001

2. **Description** – Enter the technical description of the unit: i.e. Air Conditioner.

3. **Model Number** – Enter the model number on the unit or supplied by the manufacturer.

4. **Serial Number** – Enter the serial number on the unit or supplied by the manufacturer.

5. **Notes** – Enter any notes that will be informative to the district.

6. **Manufacturer Name** – Enter the name of the unit manufacturer i.e. Carrier

7. **PM Classification Description** – Enter the classification of the system/equipment i.e. HVAC/Services (See NMGCT Groups/Classifications and Types)

8. **PM Type Description** – Cooling Generating Systems(See NMGCT Groups/Classifications and Types)

9. **Area Number** – District specific, i.e. Room 102.

10. **Area Description** – Enter area where the unit is located, I.e. Roof, Mechanical Room.

11. **Location** – Enter the name of the school site, as listed in Maintenance Direct i.e. Santa Clara High School

12. **Building Description** – Enter the name of the building at the school site/location as listed in Maintenance Direct i.e. Gym. Disregard if buildings are not used in Maintenance Direct.
STATE OF NEW MEXICO, PUBLIC SCHOOL FACILITIES AUTHORITY
ROOF DATA COLLECTION EXCEL FORMAT (Exhibit B)

1. **Item Number** – Enter a unique item number such as: RF-SCHS-MTL i.e. (RF) Roof, (SCHS) Santa Clara High School, (MTL) Metal

2. **Description:** Enter a roof type i.e. Metal, Asphalt, Single-ply, Bitumen (BUR).

3. **Notes** – Enter the total roof square footage of the roof.

4. **Manufacturer Name** – Enter the name of the manufacturer and installer of the roof.

5. **PM Classification Description** – Enter: Roofing/Shell

6. **PM Type Description** – Enter: Roofing Coverings

7. **Area Number** – District Specific

8. **Area Description** – Main Roof

9. **Location:** Enter the name of the school site, as listed in Maintenance Direct i.e. Santa Clara High School

10. **Building Description** – Enter the name of the building at the school site/location as listed in Maintenance Direct i.e. Gym. Disregard if buildings are not used in Maintenance Direct.

To implement the first phase of **Deming Public Schools** Preventive Maintenance Program the following PSFA PM Tasks and Guidelines have been selected based upon the districts facilities
structures, systems and equipment and will be adhered to in the accomplishment of scheduled preventive maintenance activities:

8. Preventive Maintenance Task Guidelines (Example)

| PMT | Sch | Loc | Loc | Loc | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| B-2 | A   | ES  | MS  | HS  |     |     |     |     |     |     |     |     |     |     |     |     |
| D-3 | A   | ES  | MS  | HS  |     |     |     |     |     |     |     |     |     |     |     |     |
| D-5 | Q   | ES  | MS  | HS  | x   |     |     |     |     |     |     |     |     |     |     |     |
| D-6 |      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| E-18 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| E-58 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| F-11 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| F-14 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| F-24 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| F-39 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
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| G-2  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| G-3  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| H-2  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| H-6  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| K-1  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| M-1  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| M-2  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| R-2  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

PREVENTIVE MAINTENANCE SCHEDULE

D-5 DOORS, MAIN ENTRANCE (FREQUENCY: SEMIANNUAL)
Building ID: Deming High School

Maintenance Person: ________________________________

Date: ________________________________

Application:

This maintenance task applies to entrance doors used in main entries to building where a poorly operating door may be dangerous and cause congestion.

Special Instructions:

Set suitable barriers at the entrance and exit of the door. Prevent obstructions from impeding pedestrian traffic around the work area.

Checkpoints:

Hinged Doors
1. Inspect the frame and supporting structures.
2. Inspect hardware; hinges, latch keeper, lock etc. Apply graphite where needed, wipe off excess.
3. Inspect glass, putty, or retaining pieces. Correct any deficiencies.
4. Operate door to observe functioning of check. Adjust and service as needed.
5. Touch up paint as needed.
6. Clean up and remove all debris from work area.

Revolving Doors
1. Remove obstructions and clean out track.
2. Fold door. Note action and freedom of motion.
3. Inspect locking device, adjust as needed.
4. Clean pivot points and apply graphite.
5. Inspect felt or rubber seals.
6. Set the emergency fold pressure on the door to the manufacturer's specifications. Check automatic speed control, which should limit speed of door to 12 RPM.
7. Touch up paint as required.
8. Clean up all debris from work area.

Recommended Tools, Materials, and Equipment:

1. Standard Tools - Basic
2. Graphite. Consult the Material Safety Data Sheets (MSDS) for hazardous ingredients and proper personal protective equipment (PPE).
3. Clean wiping cloths
4. Suitable barriers