

**San Angelo ISD**

**Preventative Maintenance  
Program**



**Forward Maintenance Crew**

**2015-2016**

## **SAISD Forward Maintenance Crew**

**Background:** Currently San Angelo ISD maintains two Forward Maintenance Crews. These crews consist of one plumber, one carpenter, and one painter each. We have assigned an electrician who leads the crews, performs electrical work, and does roof inspections. Each member has expertise and is responsible for their trade. In addition to their own work, they routinely help out other team members of the crew with their trade work as necessary. Situations occur where these personnel units return to their trades shop to assist in special projects, emergencies etc.

### **How are the tasks of the Forward Maintenance Crew identified?**

The tasks identified to be addressed are created in several ways. (1) The Work Request Form submitted to the sites prior to our arrival are distributed out to site staff, filled out with identified needs, and forwarded to the crew during the Entrance Meeting. (2) Site directors develop their own request lists and forwarded to the crew during the Entrance Meeting. (3) The supervisor and/or Crew Foreman inspect the campus and generate Work Requests to be addressed. (4) Maintenance System generated work orders that are pending, or identified needs from Inspection Reports are reviewed to determine if there are items they would be best suited to be completed while the Forward Maintenance Crew is at the site. The Work Request and Site Inspection Form utilized by the Forward Maintenance Crew is provided in this handout for your review. The crew could generate work orders thru the Maintenance Department if they are unable to handle a particular task, or find more serious issues that may require a specialized response.

### **The work of the Forward Maintenance Crew is prioritized primarily by:**

- (1) Safety Issues
- (2) School Environment – educational needs
- (3) General Repairs and replacements
- (4) Campus special requests

### **Entrance and Exit Session**

Prior to the Forward Maintenance Crew's scheduled arrival at each campus, the Supervisor and Crew Foreman will schedule an entrance meeting with the campus administrator. At this time any submitted requests, open work orders, or pending inspection reports will be reviewed and prioritized, and any logistical issues that might develop with the crew being on-site will be discussed.

At the end of the scheduled period, parties will again schedule an exit meeting to review completed work and requests or needs not addressed. If outstanding issues are seen, it will try to be decided on how they can be addressed at a future date.

## **What are some examples of the tasks addressed by the Forward Maintenance Crew?**

1. Address safety concerns.
2. Repair plumbing leaks and facilities.
3. Patch holes and paint these areas.
4. Repair doors and door hardware.
5. Replace cracked or broken glass.
6. Repair outlets, replace ballasts.
7. Replace worn marker boards.
8. Check and replace water fountains.
9. Install or re-hang pencil sharpeners, flag holders and map holders.

## **Also, the crew will.....**

1. Inspect roofs and clean gutters.
2. Refurbish small areas of odor or water damage.
3. Address mold sightings.
4. Patch carpets.
5. Mount TV's or audio visual equipment.
6. Check hot water heaters.
7. Check all exterior lighting.
8. Repair benches and outside tables.
9. Put furniture together.
10. Handle minor work orders at that campus that come into the Maintenance Department as they are on site and schedule work orders for major repairs which have been identified.

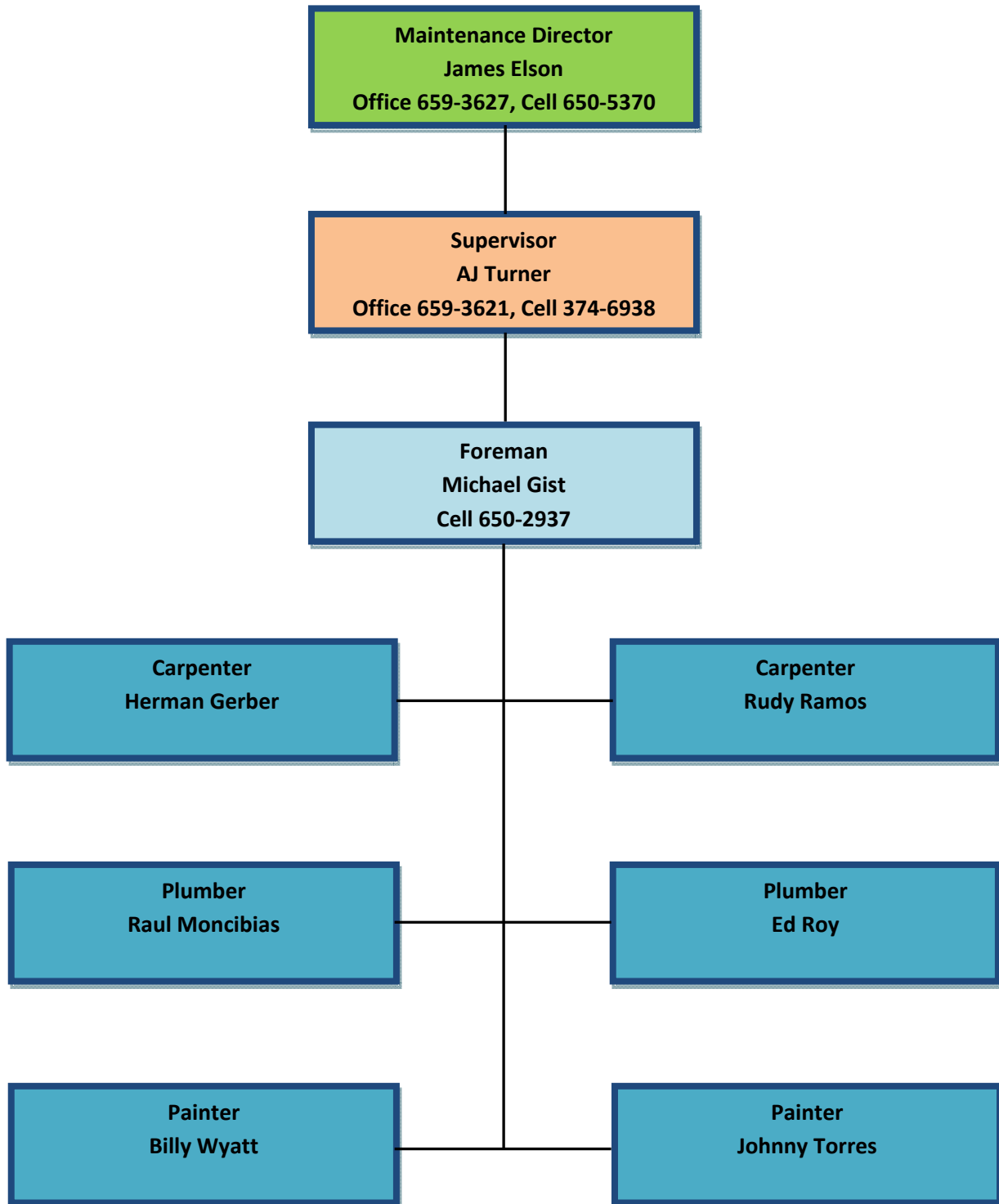
## **We do not.....**

1. Remodel/renovate or perform construction related projects.
2. Change out major electrical or mechanical system components.
3. Underestimate the importance of doing quality work for you.

## **What benefits are there from having a Forward Maintenance Crew?**

1. PREVENTIVE MAINTENANCE – Identifies problems while they are only minor and potentially avoid a major system failure.
2. Addresses small maintenance concerns and help prevent major classroom disruptions.
3. Principals and teachers have access to Maintenance personnel and experience the feeling that someone is there to address their needs.
4. Relieves the trade shops of minor repairs so they can concentrate on more major repairs, routine maintenance or special projects.
5. Improves productivity as no time is lost driving from campus to campus to complete a repair. Personnel remain on site unless retrieving parts or assistance.
6. The Forward Maintenance Crew will improve the overall quality of our District Facilities and help provide a positive school environment.

# Forward Maintenance Crew Personnel 2015- 2016



# 2015-2016 Forward Maintenance Crew Schedule

July 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Open Work Orders

Sam Houston

Football Stadiums

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Both Crews @ Central

Both Crews @ Lake View

Both Crews @ CFC

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Both Crews @ Lee

Both Crews @ Lincoln

October 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Both Crews @ Glenn

Fannin & Reagan

November 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Bradford & Hollman

Glenmore & Ft Concho

December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Roof Inspections

Baseball & Softball Fields

Special Projects

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

McGill & Santa Rita

Bonham & Lamar

February 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Day HS

Austin & Alta Loma

Both Crews @ Goliad

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Rio Vista & BG Club

Fd Serv & Trans

Administration

Blackshear

Roof Inspections

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Belaire & San Jacinto

Bowie & Crockett

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Open FMC W/O's  
FM Write Ups,  
Open shop W/O's

Summer Sites, & YMCA

PAYS & Carver

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Open FMC W/O's  
FM Write Ups,  
Open shop W/O's

## Forward Maintenance Crew Procedures

	<b>Forward Maintenance Crew Procedures</b>		
	Preventative Maintenance Inspection	Required Response	Specialized/Capitol Planning & Repair
1. Structural Foundations	Routine inspection for cracks, deterioration, infiltration	Localized repair of cracks with spackling, cement, caulk, grout or epoxy sealant, waterproofing, purging.	Repair large scale cracks, settling, shifting, structural damage
2. Superstructure	Visual inspections	Repair damaged fireproofing, rust removal and repainting.	Major structural repair, fire protection upgrade.
3. Exterior Closures: Walls	Visual inspections, cleaning	Localized repairs, painting, water-proofing, replacement of individual steel lintels.	System-wide repairs; painting, or replacement of lintels, resurfacing.
4. Exterior Closures: Windows	Visual and physical inspections, cleaning	Localized repairs, replacements of sash, caulk, beading, or glazing.	Replacements of total frame or unit, possible window/pane exchange.
5. Exterior Closures: Doors & Frames	Inspect hardware, closures, latches and frame structure.	Repair/replace individual hardware, doors, frames; repair glazing, leveling adjustments, general operations.	Complete exterior door replacement or framework to bring up to code.
6. Exterior Closures; Roofs	Debris removal; Inspections for water stains, ponding, or leaks. Inspect roof drains and gutters.	Bi-annual inspections, localized repairs of roofing, flashing or gutters.	System replacement on building or section.

## Forward Maintenance Crew Procedures

	Preventative Maintenance Inspection	Required Response	Specialized/Capitol Planning & Repair
7. Interior Construction: Partitions	Cleaning, visual inspections for chipping, cracks, flaking & vandalism.	Prep and repair, and paint walls. Lubricate moveable parts. Repair latch and hinges.	Demolition of interior walls for renovations, expansions, etc., installs new system.
8. Interior Construction: Interior Doors	Inspect hinges, latches and closures and finish.	Repair/replace hardware, level if needed. Prep and paint.	Complete hardware or system replacement.
9. Interior Construction: Interior Stairs	Visual inspections of treads, balusters, railing and structure.	Check and replace individual treads, repair railings and floorboards.	Replace treads, pour new step pans, replace nosing, replace or add railings.
10. Interior Construction: Stair Finishes	Check for structural damage or paint requirements.	Localized spot or patch repair and repainting.	Partial or total replacement of stair components.
11. Interior Construction: Wall Finishes	Check for discoloration, fading, molding, and chips/scratches.	Repair, prep and paint. Repair/replace tile, vinyl, drywall, cove base, and trim, etc.	Replacement of complete sections of wall structures (except painting).
12. Interior Construction: Floor Finishes	Check for damaged tile, vinyl, carpet or other finishes.	Spot or small area repair/replacement of floor surfacing.	Possibility of Abatement, total replacement of floor surfacing. Gym floor refinishing.
13. Interior Construction: Ceiling Finishes	Inspect Ceiling types for damage, stains, holes, other issues.	Prep, patch, and paint, plaster or texture. Replace individual ceiling tiles.	Remove/replace/install new solid ceiling. Replace and install suspended grid style ceiling.
14. Vertical Movement: Elevators and Lifts	Review and check for operation as required.	Inspect breakers, and components. Verify recall operation and Fire Alarm shut down.	Repair or replace components as able, initiate work request to service contractor.

## Forward Maintenance Crew Procedures

	Preventative Maintenance Inspection	Required Response	Specialized/Capitol Planning & Repair
15. Heating Systems: Boiler (electric, gas, oil)	Cursory Inspection for operation and system controls.	Re-lite, re-prime or check safety measures.	Re-pipe/plumb, re-wire, or complete replacement.
16. Cooling Systems	Cursory Inspection for operation and system controls. Check thermostat for operation.	Repair/replace thermostat. Secure connections. Verify connection of Andover System. Unclog any blockages, or water back-ups.	Plumbing or wiring replacement. Complete system replacement.
17. Heating & Cooling Systems	Cursory Inspection for operation and system controls. Check thermostat for operation.	Repair/replace thermostat. Secure connections. Verify connection of Andover System. Unclog any blockages, or water back-ups.	Replace cooling tower and/or chiller, roof top unit; install new unit ventilators/window A/C's for entire building (or section). Replace or install supply/return ductwork.
18. Exhaust Ventilation: Toilet exhaust fans, Kitchen exhaust fans/hoods, Lab Fume Hoods	Inspect and check systems.	Replace grills, louvers, fan covers. Service system – motors, belts, blades, lubrication, etc.	Replace Kitchen hoods/ductwork; Replace bank of exhaust fans/ductwork.
19. Control Systems: Pneumatic or Electronic	Inspect systems.	Repair or replace components, piping, controllers, and wiring.	Replace/install entire system.



# Forward Maintenance Crew Procedures

	Preventative Maintenance Inspection	Required Response	Specialized/Capitol Planning & Repair
20. Building Electrical Service	Inspect service lines, transformers, and master main panels.	Work with AEP to assist them in replacing the service installation to the master main.	Replace/repair master main.
21. Building Electrical Circuits	Inspect and verify accuracy and function of circuitry.	Identify, and verify operation of breakers. Check continuity and/or grounding issues with wiring in circuit.	Rewire complete system circuit.
<b>The following two areas are subject to, and will be reviewed for compliance to the SAISD Lighting Policy.</b>			
21. Int. Lighting: Common, Security, Emergency, Specialty	Inspect any/all lights for functionality and efficiency.	Replace diffusers and lenses. Replace bulbs, ballasts, and associated accessories.	Replace complete fixture. Possible upgrade could be considered.
22. Ext. Lighting: Security, Flood, Patio, Accent	Inspect any/all lights, wiring, and sensors for functionality and efficiency.	Replace fixtures, lenses, bulbs, ballasts, photo sensors, and damaged light pole, etc.	Replace complete fixture. Rewire lighting circuit. Enhance operation and schedule through sensor addition.
23. Switches & Outlets	Visual inspections of all outlet assemblies. Inspect condition of all switch assemblies. Review cover plates for condition.	Replace all outlet and switch components when issues found. Verify operation and safety of devices according to local code.	Replace all outlet and switch components when issues found. Verify operation and safety of devices according to local code.
24. Alarm Systems: Fire and Security	Visual and functional inspection of system components, sensors and connections.	Replace batteries, or sensors. Reset connections and system parameters.	Replacement or upgrade of Fire and/or Security systems, for sections or campus wide.