



MOTZ ENGINEERING

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July 11, 2022

Yellow Springs Exempted Village School District Motz Engineering Facilities Maintenance Plan Agenda

1. Facility Condition Inspection and Study Schedule
 - a. July 20, 2022 – Inspection of the MEP/FP systems
 - i. HVAC Systems
 - ii. Electrical Systems
 - iii. Plumbing and Fixtures
 - iv. Fire Protection Systems
 - v. Interior and Exterior Lighting & Egress systems
 - vi. Water Supply
 - vii. Sewage System
 - b. July 27, 2022 – Inspection of Low Voltage Systems
 - i. Building Automation Systems
 - ii. Security
 - iii. Technology
 - iv. Fire Alarm
 - c. August 2, 2022 – Inspection of Structure & Envelop
 - i. Roofing
 - ii. Exterior
 - iii. Windows and Doors
 - iv. Foundations, walls, Chimneys, Floors
 - v. Site Conditions: Handicap Access, Walks & Steps, Curbs & Ramps, Guardrails, Handrails, Fall Hazards, Safety Hazards, Nuisance items
 - vi. General Finishes
 - vii. Furnishings
2. Preliminary Report Draft 1 – August 19, 2022
 - a. Written Draft Report with Raw Data, preliminary conclusions about the systems and equipment, maintenance requirements (MEP/ Low Voltage)
 - b. Preliminary Report review and discussion (August 23, 2022)
3. Preliminary Report Draft 2 – September 2, 2022
 - a. 90% final draft report with preliminary recommendations (All Topics), Coordinate report findings and presentation with Ruetschle Architects
 - b. 90% Report review and Discussion (September 6, 2022)
4. Final Report – No later than September 16, 2022
5. Maintenance Data Format – OFCC Oaks?
6. Report Presentation and Discussion with the Board
7. Public Report
 - a. Maintenance Costs and Schedule
 - b. Construction Cost Budget
 - c. Construction Duration & Schedule
 - d. Design Requirements for Bidding Documents