



Preventive Maintenance Plan 2024/2025

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*State Statute Requirements 1/19 PSFA

District Preventative Maintenance Purpose/Objectives/Scope & Mission Statement

Policy #1.0

INTRODUCTION

The superintendent of the District is responsible for maintaining safe, clean, and attractive school facilities and grounds. The superintendent shall keep the board of education advised of short-range and long-range needs and shall advise the board as to the appropriate sources and balances of funding from operational funds, bond issues, capital projects/improvements, and any other applicable state or federal procurement methods.

A program to provide effective security for all school property, including vandalism and protection is to be developed and periodically reviewed.

It shall be the responsibility of the superintendent to ensure that the safety of students and employees is a primary consideration in the development and maintenance of school facilities, school grounds, and other facilities of the district, and in the planning and implementation of all school programs and activities. All employees, students, and patrons are encouraged to be safety conscious and to make recommendations to the administration for the improvement of safety elements.

PURPOSE/MISSION

The purpose of the Los Alamos Public Schools Preventive Maintenance Program is to ensure that the physical condition, educational suitability, and physical infrastructure of all public school facilities in New Mexico meet an adequate level statewide and the design, construction, and maintenance of school sites and facilities encourage, promote and maximize safe, functional and durable learning environments for the state to meet its educational responsibilities and for New Mexico's students to have the opportunity to achieve success.

In addition, the preventive maintenance program will develop systematic and comprehensive methods for the development and effective implementation of an equipment management program for the District to provide a process for the meeting or extending the service life of facility equipment, systems, and components, conducive to the needs of the students and teachers learning environments.

This program contains all the detailed procedures associated with the facility's preventive maintenance program. If effectively implemented, will meet state statute maintenance guidelines, and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the maintenance supervisor or designee.

DESCRIPTION

The preventive maintenance program is the core for effectively managing maintenance programs for facilities. The program provides the maintenance organization with the means to plan, acquire, organize, direct, control, and evaluate manpower and materials resources expended or planned for expenditure in support of the district's maintenance and mission statement. The district leadership, maintenance supervisor, and maintenance personnel must recognize the importance of the program and understand their role in assisting management to maintain the reliability of critical systems and building components at designed levels of reliability.

District Preventative Maintenance Purpose/Objectives/Scope & Mission Statement

Policy #1.0

Los Alamos Public Schools Mission and Vision Statement:

Partnering with New Mexico's communities to provide quality, sustainable school facilities for our students and educators.

POLICY

The Los Alamos Public Schools has created a preventive maintenance plan to ensure the district properly maintains its facilities, mechanical systems, and equipment so they are efficiently operational providing a comfortable and safe environment for its students, staff, visitors, and guests by performing frequency scheduled routine maintenance. This Preventive Maintenance Plan is an overview of the program of the district.

It is the policy of the Los Alamos Public School District to utilize the FIMS maintenance software package currently provided by Dude Solutions (maintenance direct, preventive maintenance direct, and utility direct), to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules.

OBJECTIVES

The primary objective of the preventive maintenance program is to manage maintenance processes in a manner, which will ensure maximum equipment operational reliability. The intermediate objectives of the district preventive maintenance program are as follows:

- a. Achievement and participation of a uniform maintenance standard and criteria.
- b. Effective use of available manpower and material resources.
- c. Documenting information relating to maintenance and maintenance support activities.
- d. Improvement of maintenance and reliability of utility systems and equipment by providing documented maintenance information and analysis.
- e. Providing a means for reporting building configuration changes
- f. Effective and responsible use of resources and materials.
- g. Reduction of costs through the development of effective **PM** programs to prevent accidental material damage to systems and equipment.
- h. Provide the means to schedule, plan, manage, and track maintenance activities.
- i. Provision of data on which to base improvements in equipment design and spare parts.
- j. Create effective policies and programs in support of a quality and safe maintenance culture.

District Preventative Maintenance Purpose/Objectives/Scope & Mission Statement

Policy #1.0

SCOPE

This preventive maintenance program is fully applicable to all Los Alamos Public School Districts in assisting directors, maintenance supervisors, and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of Los Alamos Public School District to utilize the Facility Information Management System (FIMS), and Dude Solutions modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules, and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

The preventive maintenance program provides a simple and standard means for planning, scheduling, controlling, and performing planned maintenance on all equipment, and represents an effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines and the schedules at which they are to be accomplished are developed based on specific equipment operating and maintenance manuals, manufacturer recommendations, and the NM Groups Classification Types (**NMGCT**). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how, and with what resources a preventive maintenance task is to be accomplished.

Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost-effectiveness.

The maintenance supervisor is responsible for the implementation and management of the preventive maintenance program for the district.

Equipment identification records are developed as a part of the program's integrated logistics support effort for all new procurements, re-procurements, alterations, and modifications of equipment and associated systems.

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

1. At least annually the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually the maintenance management plan is reviewed and revised as appropriate with final approvals from the district administration.
3. The maintenance supervisor or designee is responsible for preparing the evaluation.
4. School leadership and staff are provided copies of the evaluation for their review and approval.
5. Changes to the policy of the plan will be communicated to the district leadership annually unless the changes are due to a local, state, or federal regulatory guideline requiring immediate implementation. In this case, a memorandum explaining the change will be communicated to all leadership and staff affected by the change.

Maintenance Goals

Policy #2.0

POLICY

It is the policy of the Los Alamos Public School District to create a list of reasonable goals for the maintenance program to identify opportunities for improvements in critical or weak areas of the department. The following goals for the 2024/2025 school year have been created and include a plan of action and timelines for completion. Maintenance Goals should be Specific, Measurable, Attainable, Realistic, and Time lined.

GOALS:

- o Update the District's Preventative Maintenance Plan using the best practice template.
- o Sustain a 90% PM Completion rate for FY: 2024/2025, as measured by the FIMS Dude Solutions "Print Schedule Analysis" report in PMD.
- o Sustain a monthly at or above 80% Work Order Completion Rate to drive Customer Service.
- o Develop and implement a maintenance staff PDP plan for all operations staff by 6/30/2025.
- o Add **five** more maintenance safety training through the District's simple website, Pryor Learning Software, POMS, and/or CES Facilities Managers Master Certification.
- o Complete asphalt repairs at District Sites.
- o Complete HVAC upgrade/replacement at LAHS E-wing and D-wing as well as Aspen Elementary Gym.
- o Develop District's 5 Year Master Plan
- o Upgrade Ground's Dept. equipment to ensure Facilities grounds are properly maintained.
- o Replace VFDs at LAHS E-wing.
- o Continue promoting professional development to facilities staff in electrical code requirements, building, automation, and fire safety.

PREVIOUSLY ACCOMPLISHED MAINTENANCE GOALS:

- ✓ Maintained the number of violations that pertain to facilities under 15 based on the fire Marshal's annual report.
- ✓ Used Referendum Funds to help upgrade Automation and HVAC at LAMS Gym, Mountain Elementary Portables, and Central Office.
- ✓ Used Referendum Funds to upgrade playgrounds at Barranca, Aspen Elementary gates, and LAHS gates.
- ✓ Used referendum funds to paint the interiors of District facilities.
- ✓ Repaired block wall/concrete swell at Mountain Elementary.
- ✓ Completed architectural improvement at District's Central Office
- ✓ Added Pickleball Court at Barranca Elementary School
- ✓ Replaced Synthetic Field at LAHS (Sullivan).

Maintenance Organizational Structure & Staffing Responsibilities

Policy #3.0

POLICY

It is the policy of the Los Alamos Public School District to establish a routine Maintenance staffing and organizational structure and staffing responsibilities to define effective lines of communication and approval processes.

***Please see the following pages for each position responsible**

DIRECTOR OF OPERATIONS: Responsible for supervision of all maintenance repairs and services at PSFA School Districts including security, grounds, carpentry, electrical repairs, plumbing, and welding. and painting: identifies needs and establishes maintenance goals; assigns and evaluates the work of the maintenance staff to ensure maintenance needs and goals are being met: inspects work areas with other departments and divisions for equipment materials and services purchased: reviews work done by staff to assure the quality of work; estimates materials needed for project completion: inspect materials delivered by vendors to verify accuracy and completeness of orders: available to staff for consultation on any problems: approves/compiles a work schedule for staff; reviews and approves purchase requests from subordinates; perform security checks of buildings and grounds as needed; attends meetings and training; conducts training for staff; prepares reports as needed; develop and conduct pre-maintenance programs.

ADMINISTRATIVE ASSISTANT: Assists Director with running the department: assists in administering the Maintenance Direct and Preventive Maintenance programs, and checks out tools and equipment. Shopkeeping, Inventory, and work orders as assigned. Keeps track of purchase orders, and takes responsibility for the department when the supervisor is out.

BOILER OPERATOR: Does daily checks in any operating boiler. Check daily the pressure and temps of the boilers. Check all the safeties on each boiler. Checks circulating pumps to keep them oiled and maintained. Check expansion tanks. Repairs anything external that might go wrong with the safeties. Does whatever is allowed with the boiler license given by the state. Keeps boiler rooms clean and safe. Keeps a daily log of how the boiler is operating. Backflow operation as it applies to the boilers

GENERAL MAINTENANCE: Do any building repairs and checks on the buildings, change light bulbs, paint, drywall, change ceiling tiles, window repair, glazing, work orders as assigned, roof repairs, replace doors, remodel, move furniture, fixing furniture, minor carpentry assembling furniture. Duties as assigned, stucco and plaster repairing and concrete, floor care, base cove, assisting with grounds when assigned to help.

GENERAL TECHNICIAN: Do any building repairs and checks on the buildings, changes light bulbs, paint, drywall, changes ceiling tiles, window repairs, glazing, work orders as assigned, roof repairs, replace doors, remodels, move furniture, fixing furniture, minor carpentry assembling furniture. Duties as assigned, stucco and plaster repairing and concrete, floor care, base cove, assisting with grounds when assigned to help.

Maintenance Organizational Structure & Staffing Responsibilities

Policy #3.0

GROUNDSCKEEPER: Mows grass, pulls weeds, landscapes, irrigation maintenance, hedges, and snow removal. Moves furan as assigned. Prunes trees. Horticulture fertilizes trees, shrubs, plants flowers, irrigates, and helps sets up events. Set up holiday lights. Concrete finishing and installation

HVAC TECHNICIAN: Complete maintenance of all refrigeration and heating units. Repairs refrigeration in the dining hall helps troubleshoot and repair appliances, does controls on HVAC units where applicable, and helps with boilers, heating, and cooling. Oversees all heating and cooling units, gas-fired heaters, and chillers. Gas fitting assists with plumbing and gas when a plumber is not available. Backflow preventer as applied to HVAC units. Electrical as it applies to HVAC, for example, 3-phase, 208, and 440.

LOCKSMITH: Changes locks as needed, duplicates keys, adjusts hinges, addresses any door mechanical issue. maintains key program software.

MECHANIC: Does all repairs to the grounds equipment as needed. Maintains and repairs tractors, fixes and maintains electric golf carts, and keeps snow plows and snow blowers in check. He is not a fully certified mechanic but does the general maintenance on most gas operating equipment we have.

PLUMBER: Journeyman plumber. Does all plumbing maintenance and repairs on campus; sewer, water, and irrigation; replaces sinks, toilets, faucets, and gas lines as needed. Checks and maintains Backflow preventers as needed

WELDER: certified welder does any welding repairs, and welding projects needed.

ELECTRICIAN: Journeyman electricians do all general electrical maintenance and repairs as needed. Light bulb changes, ballasts, changes outlets, light fixtures, run electrical power as needed. Checks emergency lights, exit lights, and fire alarms. Does safety prevention, fire drills checks fire extinguishers, runs new service with breaker boxes. Upgrades older electrical and brings/keeps electrical components to code. Works on high and low voltage.

References:

PSFA:

NM State Statute

Original Date: __/__/__

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Maintenance Organizational Structure & Staffing Responsibilities

Policy #3.0

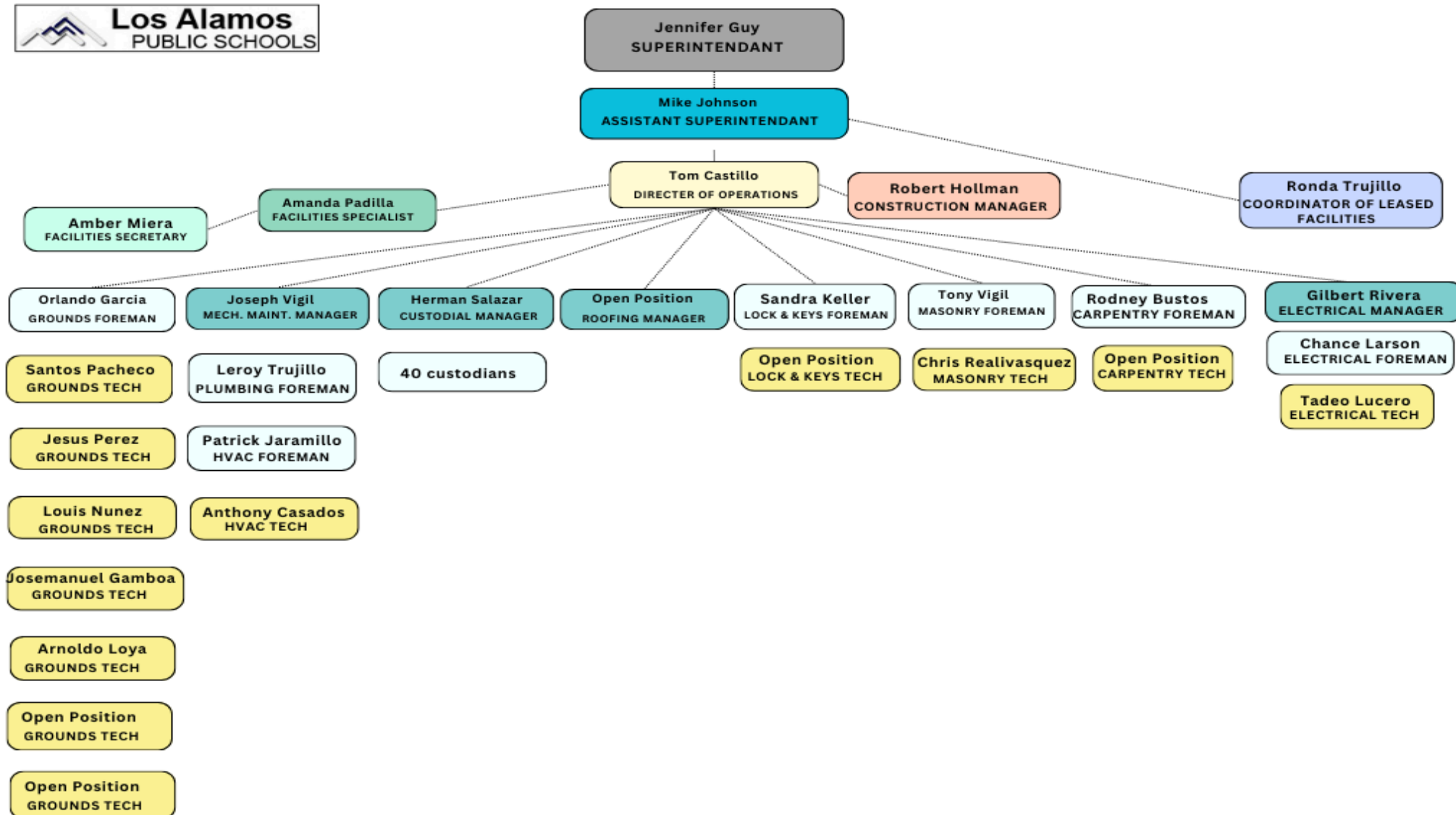
CUSTODIAL SUPERVISOR: Responsible for supervision of all custodial services; identifies needs and establishes custodial goals; assigns and evaluates the work of the custodial staff to ensure needs and goals are being met; reviews work done by staff to assure the quality of work; available to staff for consultation on any problems; approves/complies a work schedule for staff; reviews and approves purchase requests; attends meetings and training; conducts training for staff; prepares reports as needed. Duties also include performing a wide variety of assignments such as: Sweeping, dusting, wet and dry mopping, stripping, waxing and/or buffing floors, halls, and stairways, vacuuming and shampooing rugs and carpets, dusting and washing walls, ceiling, table, vents, interior and exterior windows, desks, lights, and lighting fixtures, cleaning, polishing and straightening office and residential furniture, emptying waste baskets, changing light bulbs, cleaning blackboards and erasers and waste collection.

Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities require the same or lesser skills. Knowledge and dexterity may be required.

CUSTODIAN: Responsible and accountable for performing custodial services at all school buildings on campuses.

Typical duties and responsibilities include but are not limited to performing a wide variety of assignments such as: sweeping; dusting; wet and dry mop; strip, wax and/or buff floors, halls, and stairways; vacuuming and shampooing rugs and carpets; dust and wash walls, ceilings, tables, vents, interiors, desks, lights, and light fixtures: clean, polish and straighten offices and cottage furniture; empty waste baskets; clean fireplaces: clean black boards and erasers.

Although the above are typical of the duties and responsibilities normally performed, additional duties and responsibilities requiring the same or lesser skills, knowledge and dexterity may be required.



Maintenance Priorities & Procedures

Policy # 4.0

Routine Maintenance Work Orders

The Los Alamos Public School District currently processes maintenance work orders through the state-funded *Dude Solutions* Maintenance Direct work order system. Department leads provide work requests via the internet which the Maintenance Supervisor reviews, approves, and assigns work to the technicians. On some occasions, requests are sent via email to the Maintenance Supervisor who then creates work orders as appropriate and assigns them to the technicians. If a technician identifies a problem, they correct the issue and create a work order. All Closed (routine and **PM**) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

New Request should always include	Closed work orders to be fully documented with:
Requester	Labor Hours
Work Description	Material and/or Contract cost
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action taken to resolve problem (What was done)
Purpose (Reason for Work)	

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations.

Maintenance Priorities & Procedures

Policy #4.0

PREVENTATIVE MAINTENANCE WORK ORDERS

The Los Alamos Public School District preventive maintenance work orders are scheduled in the FIMS Preventive Maintenance District module of *Dude Solutions*. The work orders are automatically generated, and the Maintenance Supervisor then assigns the work orders to the appropriate technician, or service contractor for completion and documentation. The following chart is an example of the work order process.

DEFINED PRIORITIES

The Los Alamos Public School District has established the following work priority definition for the maintenance department for effective response to requested work requests through the *Facility Information Management System (FIMS)/Dude Solutions* program.

EMERGENCY is reserved for those work orders or projects, which truly stop the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient use.

URGENT is assigned to those projects, which, while not completely prohibiting the use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.

ROUTINE is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

PREVENTIVE MAINTENANCE is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness and reduce downtime to reactive maintenance.

DEFERRED is used for those work orders or projects, which are not necessarily required but are desirable. Generally, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay.

References:

PSFA:

NM State Statute

Original Date: __/__/__	
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Maintenance Priorities & Procedures

Policy #4.0

POLICY

The Los Alamos Public School District shall develop a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURES

1. A yearly environmental safety calendar will be developed for department locations to be surveyed by POMS and Associates. A schedule will be created to assure that all areas where students are served are surveyed at least one time per year.
2. A data collection form to assist in identifying environmental deficiencies, hazards, and unsafe practices will be utilized during environmental safety rounds.
3. Deficiencies will be documented, and work orders added to the Facility Information Management Systems (Dude Solutions) for processing, using the defined priorities definitions.
4. Safety work orders will be prioritized to prevent further risks to students, staff, or guests.

Inspection & Maintenance Schedules

Policy #5.0

POLICY

The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful operation of the Los Alamos Public School District.

PROCEDURE

1. A unique and accurate inventory of all equipment is created prior to adding equipment to the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.

Prescribed equipment inventories, maintenance schedules and **PM** frequencies, and inspection tasks have been developed for each of the district schools.

Attachment: Unique list of major facility equipment included in the PM program. HVAC, Life Safety, Structures, Utilities, Plumbing, etc.

Attachments: PM schedule and task lists or reference alternate location for information.

How to Obtain Equipment Inventory: If the district is utilizing the FIMS programs effectively, this information can be easily obtained as follows: PMD/Equipment/Print to Excel/Open, then filtering the necessary information.

How to Obtain Equipment Schedules: If the district is utilizing the FIMS programs effectively, this information can be easily obtained as follows: PMD/Equipment/Print to Excel/Open, then filter the necessary information.

Attachment:

1. Guide to Building a PM Schedule
2. District Map with School Locations
3. District Facility Floor Plan

Scheduled Preventative Maintenance Tasks

Policy #6.0

POLICY

It is the policy of the Los Alamos Public School District to utilize the Facility Information Management System, currently provided by *Dude Solutions*, in the development of Preventive Maintenance tasks for equipment associated with the district sites. In addition, the district shall use the New Mexico **GCT**'s and/or manufacturer's recommendations to develop preventive maintenance equipment schedules, frequencies, and tasks.

PROCEDURE

The following information is a sample of the tasks associated with the **FIMS** | *Dude Solutions* modules. Districts are encouraged to obtain actual samples from their respective programs and attach 3-5 district samples.

This section is to be populated with the district's specific scheduled preventive maintenance tasks. The information is available through the facility information management system/*Dude Solutions* programs:

Preventive Maintenance (PM) Direct Home > PM schedules > Print to Excel

Scheduled Preventative Maintenance Tasks

Policy #6.0

CURRENT PREVENTIVE MAINTENANCE SCHEDULE

Equipment	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Extinguishers (monthly inspection)	X	X	X	X	X	X	X	X	X	X	X	X
Emergency/Exit lights (monthly inspection)	X	X	X	X	X	X	X	X	X	X	X	X
Playground Inspection (daily/weekly inspection/monthly maintenance)	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
Boiler (Gas) (Frequency: Start-up/Shut down. Monthly/Quarterly Review)					X					X		
Kitchen Exhaust Hood, Duct System (Frequency: Semi-annual)		X						X				
Fire Doors, General Doors (Frequency: Quarterly, Semi-annuals)			X			X			X			X
Drains, Driveway, Storm (Frequency: Semi-annual)		X			X			X			X	
Emergency/Exit Lights (Frequency: Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Fences, Gates, & Security/Access (Frequency: Semi-annual)		X						X				
Fire Control Valves (Frequency: Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Grease Traps (Frequency: Weekly)	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
Hot Air Furnace (Frequency: Annual)										X		
Hot Water Heater – Gas (Frequency: Annual)												X
Lighting outside (Frequency: Semi-annual)		X						X				
Manhole/Electrical (Frequency: Annual)					X							
Manhole/Sewer (Frequency: Quarterly)			X			X			X			X
Power Distribution Units (PDU) (Frequency: Semi-annual)	X						X					
Roof Inspections (Frequency: Monthly)	X	X	X	X	X	X	X	X	X	X	X	X
Aspen Pond Control (Frequency: Semi-annual)				X	X	X	X	X	X	X		
Sullivan Field Lift Pumps (Frequency: Weekly)	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x
Pumphouse Inspection (Aspen, LAMS, LAHS) (Weekly)	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x	4x

Scheduled Preventative Maintenance Tasks

Policy #6.0

D-5 DOORS, MAIN ENTRANCE (FREQUENCY: SEMIANNUAL (Example))

Application:

This maintenance task applies to entrance doors used in main entries to buildings 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, and wipe off excess.
3. Inspect glass, putty, or retaining pieces. Correct any deficiencies.
4. Operate the door to observe the functioning of the check. Adjust and service as needed.
5. Touch up paint as needed.
6. Clean up and remove all debris from the work area.

Revolving Doors

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

Recommended Tools, Materials, and Equipment:

1. Review the manufacturer's instruction manual for specialized hand tools, equipment and supplies.
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.

References:

PSFA:

NM State Statute

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

F-24 FIRE EXTINGUISHERS- INSPECTION (FREQUENCY: (MONTHLY))

Application:

This maintenance task is for a monthly visual inspection of all fire extinguishers

Special Instructions:

1. Follow the manufacturer's instructions.
2. Whenever an extinguisher is removed from service. Immediately replace it with an extinguisher of a size and extinguishing agent appropriate for the hazard protected.

Checkpoints:

A visual inspection is a quick check to see that the fire extinguisher is in its proper location, that it is not blocked, is fully charged, and that it appears to be in good working order. This inspection generally consists of walking to the extinguisher and doing the following:

1. Confirm that the extinguisher is in its designated place.
2. Verify that the extinguisher is appropriate for the hazard-protected (Class A, B, C, or D).
3. Ensure that the extinguisher is accessible and visible.
4. Confirm that the operating instructions face outward and are visible.
5. Check that the seals or tamper indicators are intact.
6. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle. Recharge or replace as required.
7. Verify that the pressure gauge is in the normal range. If not, recharge the extinguisher.
8. Initial and ate inspection tag.

Recommended Tools, Materials, and Equipment:

1. Seals or tamper indicators.
2. Inspection tag.
3. Permanent Pen.

References:

PSFA:
NM State Statute

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Maintenance & Custodial Duties & Responsibilities

Policy #7.0

POLICY

It is the policy of the Los Alamos Public School District to establish custodial duties and responsibilities, aligned with the district job descriptions, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for clean, sanitary and well-kept facilities. The following duties and responsibilities for the district have been developed as a guideline to assist in the effective management of custodial staff.

Note: This is an outline to assist in the timely coordination and completion of the routine preventive maintenance necessary for clean, sanitary, and well-kept work areas. Due to special needs and requests of staff, special projects, etc. terminal cleaning assignments.

PROCEDURES – General Maintenance

DAILY

1. Raise the flag at 8:00 a.m.
2. Remove snow and ice accumulations from sidewalks and entry areas as needed.
3. Remove trash from lawns, shrubs, bushes, sidewalks, stairways, and parking lots.
4. Review Work Orders.
5. Replace damaged and soiled ceiling tiles as needed.
6. Replace electrical lamps, breakers, fuses, and ballasts as needed – ELECT/DEPT.
7. Check boiler, mechanical, electrical, and telephone rooms; listen for unusual noises; check for excessive heat and equipment vibrations – HVAC/DEPT.
8. 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 the property.
3. Trim lawn edges and mow professionally to 2" during the growing season – GROUNDS/DEPT.
 - Remove lawn trimmings.
 - Remove visible weeds.
 - Sweep walks & gutters.
 - Rake, and clean gravel, and mulch areas.
 - Test and adjust irrigation systems as needed. – GROUNDS/DEPT

MONTHLY /QUARTERLY/SEMI-ANNUAL/ANNUAL

All Grounds Unless Noted Below.

1. Reset time clocks. (Daylight Saving Time) – ELECT/DEPT
2. Verify proper cycling of sewage pumps – PLUMB/DEPT
3. Restore cracks and blemishes on building exterior – CRAFTS/DEPT
4. Verify that there is an adequate supply of filters, lamps, etc. – HVAC/ELECT/DEPT
5. Activate lawn sprinkler irrigation system. Test, inspect, and repair as needed – GROUNDS/DEPT
6. Apply pre-emergent weed control – GROUNDS/DEPT.

Maintenance & Custodial Duties & Responsibilities

Policy #7.0

7. Apply broadleaf weed control on lawns.
8. Aerate lawns.
9. Fertilize lawns.
10. Fertilize trees and shrubs.
11. Prune trees and shrubs.
12. Winterize lawn irrigation sprinkler system.
13. Sweep parking lots.
14. Supervise elevator maintenance service – HVAC/DEPT
15. Check all door operations and adjust hardware including overhead doors and operator – LOCKS/DEPT
16. Replace burned-out and flickering lamps (light bulbs) – ELECT/DEPT
17. Check for a tripped circuit breaker – ELECT/DEPT
18. Check elevators and dock levelers for proper operations – HVAC/ELECT/DEPT
19. Test smoke detectors – SPECIAL SYSTEMS/DEPT
20. Supervise annual fire protection test – SS/DEPT
21. Supervise annual fire sprinkler system test – SS/DEPT
22. Supervise annual backflow protection valve test – PLUMB/DEPT
23. Rotate fire line valves off and on – SS/DEPT
24. Rotate all plumbing fixtures shut-off valves – PLUMB/DEPT
25. Rotate all water valves serving floor drains – PLUMB/DEPT
26. Rotate all bib valves – PLUMB/DEPT
27. Test emergency generator – ELECT/DEPT
28. Test and service exit lights – ELECT/DEPT
29. Test and service emergency lights – ELECT/DEPT
30. Test lighting fixtures – ELECT/DEPT

PROCEDURES - Custodial Housekeeping Duties & Responsibilities

All Custodial Duties

DAILY:

1. Empty trash receptacles.
2. Sweep entrances, lobbies, and corridors.
3. Sweep floors and vacuum carpets.
4. Clean drinking fountains.
5. Sweep and damp mop or scrub toilet rooms.
6. Clean and sanitize all toilet fixtures and replenish toilet supplies.
7. Replenish restroom supplies.
8. Deposit all trash and garbage generated in or about the building.

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Maintenance & Custodial Duties & Responsibilities

Policy #7.0

9. Wash inside and out of steam clean cans used for collection of food remnants from snack bars and vending machines.
10. Dust horizontal surfaces that are readily available and visibly require dusting.
11. Spray buff resilient floors in main corridors, entrances, and lobbies.
12. Clean elevators.
13. Remove carpet stains.
14. Police sidewalks, parking areas, and driveways.
15. Sweep loading dock areas and platforms.
16. Verify that there is adequate janitorial supply on hand.
17. As required, perform snow removal from stairs and sidewalks.

THREE TIMES A WEEK:

1. Sweep or vacuum stairs.

WEEKLY:

1. Damp mop and spray floors in secondary corridors, entrances, and lobbies.
2. Sweep sidewalks, parking areas, and driveways (weather permitting).

MONTHLY:

1. Thoroughly dust furniture.
2. Completely sweep and/or vacuum carpets.
3. Sweep storage space.
4. Spot clean all wall surfaces within 70" of the floor.

EVERY TWO MONTHS:

1. Damp wipe toilet waste paper receptacles.
2. Damp wipe stall partitions.
3. Damp wipe doors.
4. Damp wipe window sills and frames.
5. Shampoo entrance and elevator.

THREE TIMES A YEAR:

1. Dust wall surfaces within 70" of the floor.
2. Dust vertical and under surfaces.
3. Clean metal and marble surfaces in lobbies.

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Maintenance & Custodial Duties & Responsibilities

Policy #7.0

TWO TIMES A YEAR:

1. Wash all interior and exterior windows and other glass surfaces.
2. Strip and apply four coats of finish to resilient floors and toilets.
3. Strip and refinish main corridors and other heavy traffic areas.
4. Shampoo carpets in corridors and lobbies.

ONCE A YEAR:

1. Wash all blinds and dust six months from washing.
2. Vacuum or dust all surfaces in the building above 70" from the floor including light fixtures.
3. Vacuum all drapes.
4. Strip and refinish floors in offices, secondary lobbies, and corridors.
5. Clean balconies, ledges, courts, areaways, and flat roofs.
6. Shampoo carpets throughout the building.

ONCE EVERY TWO YEARS:

1. Dry-clean or wash (as appropriate) all drapes.

ONCE EVERY THREE YEARS: (or as needed)

Regards to Facilities.

1. Repaint classrooms and corridors.

References:

PSFA:

NM State Statute:

Original Date: __/__/__	
Review/Revision Date: __/__/__	
<input type="radio"/> Supersedes all Previous	
Approved: _____	Date: __/__/__

District Facilities & Equipment

Policy #8.0

POLICY

The Los Alamos Public School District shall maintain a current & accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a current and accurate listing of all schools within the district and includes the following:

1. School Name and classification ([elementary, junior, high, etc.](#)).
2. Site location and address.
3. Square footage and/or acreage of sites.
4. Student Census Information ([MEM Count](#)).
5. Facility System Descriptions: Reference FMP Executive Summary Report by site.

Note: NM School Districts can create facility buildings and locations in the FIMS/Dude Solutions accounts.

District Facilities & Equipment
Policy #8.0

As of January 1st, 2023/2024/2025, The Los Alamos Public School District maintains 8 school facilities located on the 2nd floor of a 2 story building on a 6 acre property lot.

<u>Facilities</u>	<u>Address</u>	<u>Gross Square Feet (GSF)</u>	<u>Acreage</u>	<u>Portables</u>
District Office Building	2075 Trinity Drive Los Alamos, NM	27,569	2.88	0
Smith Auditorium	1300 Diamond Drive Los Alamos, NM	21,823	Included in High School	0
Athletic Facility Stadium Field House	Same as High School	10, 091	Included in High School	0
Aspen Elementary	2182 33 rd Street Los Alamos, NM	73,306	10.76	3,584
Barranca Mesa Elementary	57 Loma De Escolar Los Alamos, NM	60,751	12.24	4,256
Chamisa Elementary	301 Meadow Lane White Rock, NM	47,894	11.90	5,940
Mountain Elementary	2280 North Road Los Alamos, NM	58,971	9.37	0
Pinon Elementary	90 Grand Canyon Drive White Rock Los Alamos, NM	57,520	21.11	0
Los Alamos Middle School	#1 Hawk Drive Los Alamos, NM	132,039	24.05	0
Los Alamos High School	1300 Diamond Drive Los Alamos, NM	262,238	33.31	0
Totals		740,495 GSF	125.62 Acres	13,780

5

of District owned Equipment:

% of District Equipment on a running PM Schedule: _____%

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

District Facilities & Equipment

Policy #8.0

NMPSFA School District
1312 Base Hart Rd. SE. Suite 200 Albuquerque, NM 87106

The following assessment was conducted by maintenance and operations in an effort to identify any major mechanical or cosmetic issues that need extensive repair or replacement within the school district. The report identifies the district's capital equipment needs in the next 1 month to 5 years for the district.

School District Name:

Site Address:

Contact Information/Telephone/E-mail Address

Superintendent: Jennifer Guy

Assistant Superintendent: Mike Johnson

Director of Operations: Tom Castillo

Capital Project Specialist: Robert Hollman

Telephone: [505-663-2231](tel:505-663-2231) / j.guy@laschool.net

Telephone: [505-663-2236](tel:505-663-2236) / m.johnson@laschools.net

Telephone: [505-663-2253](tel:505-663-2253) / t.castillo@laschools.net

Telephone: [505-663-2267](tel:505-663-2267) / r.hollman@laschools.net

Instructions for using this document: Please use the space below to identify any building, major mechanical or cosmetic issues that need extensive repair or replacement within facilities. Detail any issues that need to be addressed in your building and attach quotes you may have for all items identified. Contact a contractor if you need assistance in determining the cost. Please identify each item with a priority as follows using the A, B, C, or D criteria below.

Identify each item using the following Priority for repair or replacement:

- Priority A:** Identifies immediate attention due to a regulatory compliance audit and assessments or ones that affect the immediate operations or life safety or health of the facility and its students or staff.
- Priority B:** Identifies repairs/replacements necessary within 1 month to 2 years that are not life-threatening but need to be repaired/remedied as continued failures may affect the operations of the school.
- Priority C:** Identifies repairs/replacements that need to be made within 3 to 4 years that are not critical to the immediate operations of the school.
- Priority D:** Identifies repairs/replacements that need to be made within 4 to 5 years that are not critical to the immediate operations of the school.

Planned Major Maintenance & Repair Projects
Policy #9.0

2024/2025 Project

***See Attachment**

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Maintenance Staff Development

Policy #10.0

POLICY

It is the policy of Los Alamos Public School District to encourage the development of continued education and staff development for maintenance and custodial staff.

Building maintenance has become a sophisticated process with new equipment, advancements in technologies, automated controls, computer maintenance management software, improvements in products and materials, and many others. As a result maintenance and custodial personnel are required to have advanced technical skills to maintain the electrical, mechanical, and special systems in operation. To accomplish tasks associated with these building components a formal staff development path and training methods should be presented and selected individuals should attend courses for required continued education on the latest and evolving technical skills and trades.

PROCEDURE

Maintenance Staff Development

1. Maintenance and Custodial staff will be required to attend courses and training that can enhance and update their skill set.
2. Employees who are sent to training are expected to complete coursework and integrate the information into their work routines and provide training to others.
3. At a minimum, all required safety training shall be kept up to date beginning with annual training and annually thereafter (i.e. **PPE, Asbestos, MSDS, Bloodborne Pathogens, etc.**).
4. The Plant Operations Director or designee will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
5. Records of training will be kept in an employee file.

Maintenance Safety Plan

Policy #11.0

POLICY

The Los Alamos School District develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, contractors, guests, and other people coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals, and Maintenance Policies and Procedures.

PROCEDURE

1. The district identifies a person(s), as designated by leadership, to coordinate the development, implementation, and monitoring of the district's maintenance safety activities.
2. The entire school district's maintenance, grounds, and custodial staff are orientated, trained, and responsible for the safety management plan.
3. At new employee orientation an overview of the safety management plan is provided to each employee and includes:
 - General Safety
 - Personal Protective Equipment
 - Hazard Communication/ MSDS practice
 - General OSHA guideline
 - Fire Safety Procedures and equipment
 - Lock Out/ Tag Out
 - Emergency School Procedure...
 - Security Procedures'
 - Ladder Safety
 - Grounds keeping and General Tool Equipment Safety
 - Blood Borne Pathogens
 - CPR
 - Job specific safety risks
 - Other (as determined by district plans)
4. A department-specific safety management plan orientation is provided to employees by their individual department managers.
5. Annually, all employees are provided with re-education about the safety management plan.
6. All training classes that employees attend are documented in the employee's personnel file located in Human Resources.

Maintenance Safety

1. The maintenance department staff will adhere to all district safety rules as outlined in the District Safety Plan.
2. PPE (Personal Protective Equipment) will be provided as appropriate for the tasks at hand.
 - **Example:** Safety Glasses/Goggles, Gloves, Ear Plugs, Respirators, Snow Removal Safety Clothing and Boots, etc.
3. All equipment operated by maintenance staff will be maintained such that all protective guards and shields are in place.
4. Maintenance staff are required to report any unsafe conditions including employee injuries to their immediate supervisor and a district employee injury report is completed and forwarded to the appropriate chain of command system.
 - Injured parties should seek immediate medical attention following the district's employee injury guidelines established.

- All injuries will be reported to the principal and superintendent within 24 hours.

Maintenance Safety Plan

Policy #11.0

5. The maintenance department shall provide routine safety training to all maintenance and custodial-related staff. Records, including sign-in sheets, shall be maintained during all training activities custodial-related.
6. Records should be kept in the employee's personnel files for any safety training accomplished.
7. Periodic safety inspections should occur and be documented so issues can be corrected.

Maintenance Policies and Procedures

The district establishes safety policies and procedures that are distributed, practiced, enforced, and reviewed as frequently as necessary, but at least every year.

- a. All safety-related policies are reviewed and approved by the district leadership. They then forward it to the school superintendent and board for final approval. All policies developed and adapted based on new regulatory standards will be identified to the district leadership.
- b. All product safety recalls are directed to the safety officer or designee for review and follow-up as appropriate. Reports concerning recalls and actions taken are provided to the District board for review.
- c. Through a comprehensive inspection and maintenance program the grounds and all equipment are maintained in a manner intended to provide the highest level of safety for all staff and other people coming to the district facilities authorized to use devices.

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Service Contract & Vendor Oversight

Policy #12.0

POLICY

The Los Alamos Public School District may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance and custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, and Project Management (project, construction, and architectural vendors).

Contract/Vendor Expectations and Responsibilities

- ☐ Every maintenance contractor/vendor performing work for the Los Alamos Public School District is expected to perform work in a professional manner and at the highest quality possible following the district's code of conduct policy.
- ☐ All contractors/vendors are informed of the district's proper procedures, safety guidelines, and Code of Conduct while on school property.
- ☐ Los Alamos Public School District and the maintenance contractor are partners working towards the common goal of repairing and/or maintaining systems that support the business and educational process of the district.
- ☐ Maintenance contractors/vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with the students.
- ☐ The maintenance contractor, their employees, and subcontractors shall adhere to the district's tobacco free policies.
- ☐ The contractor/vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines include proper quotes and proposals associated with invoice and warranty information and proper district-approved purchase order prior to rendering payment for services.

Contract/Vendor Service Expectations

- ☐ Maintenance contractors/vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- ☐ It is the responsibility of the contractors/vendors to request any additional information needed to clarify the scope of work.
- ☐ Maintenance contractors/vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime, etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- ☐ Maintenance contractors/vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.
- ☐ All contractors/vendors shall include their contractor license number on all proposals and provide current proof of liability insurance.
- ☐ Maintenance contractors/vendors shall follow all applicable building codes related to the work being performed.
- ☐ All contractors/vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.
- ☐ Maintenance contractors/vendors shall perform clean-up related to contract services in order to complete the work performed.
- ☐ Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the building's occupants or potential damage to the building or systems.
- ☐ The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service, or repair upon completion of services and that equipment is in normal operating condition.
- ☐ A final report including invoice and warranty information associated with a district-approved purchase order will be provided to the facility/district prior to payment for services rendered.

Service Contract & Vendor Oversight

Policy #12.0

District Staff Responsibilities

- ☐ The Los Alamos Public School District will provide clear, concise “Scope of Work” for any work requested.
- ☐ The Los Alamos Public School District will provide oversight of work performed including final inspection.
- ☐ The Los Alamos Public School District will coordinate work as needed with the school site.
- ☐ The Los Alamos Public School District will provide final approval of the work needed.

Access Control at School Work Site

- ☐ Maintenance contractors/vendors shall sign in at the appropriate school site. The sign-in log will be maintained at the front desk of every Los Alamos Public School District site.
- ☐ All District loaned equipment including keys, access cards, and badges shall be returned at the end of the Scope of Work.

Safety Policies

- ☐ Maintenance contractors are fully responsible for the safety of all workers performing Scope of Work services for the company and will be fully responsible for the following all applicable safety regulations outlined by the Occupational Safety and Health Administration (OSHA) and state building codes including Lock Out/ Tag Out procedures.
- ☐ Maintenance contractors/vendors shall utilize appropriate personal protective (PPE) equipment related to work being performed and shall require anyone entering the work zone(s) to also wear appropriate PPE.
- ☐ Maintenance contractors/vendors shall provide appropriate signage necessary to warn others of work being performed that may cause injuries to others.
- ☐ Maintenance contractors/vendors are responsible for the safety of students and school district employees when working at any school site.
- ☐ Maintenance contractors/vendors shall provide any necessary temporary safety devices to separate the work being performed from the students and school district employees.

Frequency and Methods of Communications with District Personnel

- ☐ The Los Alamos Public School District facilities department or designee shall designate a person who will act as the job manager for each contracted maintenance job.
- ☐ All communication with the contractor shall take place through the assigned job manager or designee.
- ☐ Communication will occur as frequently as necessary and no less than weekly for long-term projects and daily on all short-term projects and work lasting less than one day.

Service Contract & Vendor Oversight

Policy #12.0

Documentation of Work upon Completion

- ☐ Contractor/vendor will be responsible to train district staff on the operation and care of equipment as applicable.
- ☐ Contractors/vendors will provide operational manuals for installed equipment.
- ☐ Superintendent, Maintenance Supervisor, or Designee will have final signature approval on any work completed by the contractor prior to the contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition.
- ☐ Contractors/vendors will provide training on newly installed equipment operation to appropriate maintenance staff as necessary.

Warranty

- ☐ Contractors/vendors shall provide all warranty information to appropriate staff including principals and superintendents on all work performed.
- ☐ If replacement parts carry a longer warranty, the contractor shall provide a copy of the warranty information to district representatives.

FIMS Documentation

- ☐ All contract vendor work completed at District sites shall be documented in the FIMS/Dude Solutions Work Order system for appropriate tracking to include labor, materials, and contract information with appropriate reference to district approvals and purchase orders.

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Facilities Master Plan
Policy #13.0

PURPOSE

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 **NMSA** 1978). The Facility Master Plan provides the district with a road map on how to address their facilities' needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for the construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

POLICY

The Los Alamos Public School District preventive maintenance plan shall be incorporated into the district's Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. Districts shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award(s). These strategies can assist school districts in creating a more accurate and robust long-range capital plan.

PROCEDURE

1. The Maintenance Supervisor will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly/quarterly basis, the maintenance supervisor will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

Methods of determining capital projects:

There are **two** recommended methods of determining projects as follows:

1. **FIMS method** - Develop annual capital Expenditure/Deferred Maintenance Purpose Code in FIMS.
2. **Physical Building Audits and data collection** – Sample attached. See also the Policy section _____ for more information.

Facilities Safety Assessment
Policy #14.0

Los Alamos Public Schools
Environmental Safety Rounds 2024/2025

Date of Review: __/__/__ Floor: _____ Location: _____
Name of Surveyor: _____

Item to Check	Good Clean Condition	Needs Further Cleaning	Needs Further Repair	Work Order Placed	Comments	Follow Up
<u>General Locations</u>						
Walls/Floors/Ceilings						
Lights						
Light Switches						
Inside Windows						
Window Sills						
Blinds/Coverings						
Trash Containers						
Other:						
<u>General Equipment</u>						
Office Furniture						
Office Furniture						
Office Furniture						
High/Low Dusting						
Clocks						
Vents						
Other:						

Comments:

Maintaining Equipment Records

Policy #15.0

PURPOSE

Equipment records are a vital component in the development of and the continued operation of the district's preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve, and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition, it informs them of the importance of the attached individual components that may need maintenance and developing strategies for the replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building's electrical distribution system

Accurate equipment records simplify making cost belief analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks, the districts can determine costs on preventive maintenance, equipment parts, and the useful life replacement time period and effectively budget for replacement through the capital process as needed.

POLICY

It is the policy of the Los Alamos Public School District that all facility equipment (HVAC, Playground Equipment, Life Safety Systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventories and documented in the Facility Information Management System on an annual basis or as the equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model serial numbers, warranties, service contractor, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, and initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE

The Following is a procedure for updating records and replacement of equipment utilizing the FIMS/Dude Solutions database.

Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it should be documented in the district's FIMS account.

This can occur in either the Maintenance Direct (MD) or Preventive Maintenance Direct (PMD) modules of the **Dude Solutions** software. The specifics of the new piece "**removed from service**". The basic outline of the record-keeping policy is as follows:

- The equipment manufacturer's O&M Manuals should be obtained and filed by the district rep and provided to the FIMS Administrator for data entry
- An equipment number is assigned in FIMS using the following format:
 - Description – Location – Integer
 - PSSS – EPES – 007 translates to:
 - PSSS = Play Structure Swing Set
 - EPES = Eastern Plains Swing Set
 - 007 = Unit number 7

Maintaining Equipment Records

Policy #15.0

If an equipment item is replaced with the same type, the same number can be reused but the letter “R” which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. when available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer’s information about the equipment should be filed.
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM Schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment.
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate equipment:
 - [Click On Equipment under Information and Analysis.](#)
 - [Find the Equipment record to be deactivated.](#)
 - [In the Add/Update Page for that equipment record type a date in the Date removed box.](#)
- Failed equipment should be disposed of properly in accordance with school policy.

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Maintaining Equipment Records

Policy #15.0

Guide to building a PM schedule in Dude Solutions (PMD Reference)

Shop/Tech Name:

Proposed PM Schedule Name (17):

Equipment to be maintained:

Location of Equipment (4):

Job Start up Instructions (8):

Safety Points (9):

Do you want the equipment to be listed on the Work Order (circle one)

Yes

No

Note: If yes, the listing of equipment will add additional pages to the PM work orders.

Task Instructions (10):

1.

2.

3.

4.

5.

6.

7.

8.

Tools Needed (11):

Parts Needed (12):

Frequency of Occurrence (Daily, Weekly, Monthly, Quarterly, Semi-annual, and Annual) (15):

Generation Date of the first work (15):

Comments:

Maintaining Equipment Records

Policy #15.0

Guide to building a PM Schedule in Dude Solutions (PMD Solutions)

POLICY

The attached data collection sheet is designed to assist school district personnel with developing a Preventive Maintenance Schedule in the Facility Information Management System (FIMS) (Dude Solutions) Preventive Maintenance Direct (PMD) Module.

It has been designed to aid in the continued process of developing & adding preventive maintenance schedules/tasks and aligning equipment inventories into the PM program. The data collection sheet attached is the **minimum** information necessary to build a schedule in the PMD module.

The attachment correlates to the preventive maintenance new schedule creation tool located in the District's FIMS/Dude Solutions Account > **Preventive Maintenance Direct Module > New Schedule.**

PROCEDURE

1. Use the attached data collection form to collect all information necessary including task instructions on equipment to be added to the PMD module for each piece of equipment.
2. Once the information is collected, the data can be placed into the Preventative Maintenance Direct Module for automatic PM work orders to be generated.

References: NM PSFA, "Facility Information Management Systems (FIMS)
Informational Booklet – How to Get the Most out of FIMS!"

Maintaining Equipment Records

Policy #15.0

Guide to building a PM schedule in Dude Solutions (PMD Reference)

You are at Step 1: Select the classification by clicking an icon below.

You are at Step 2: Select the type by clicking the icon below.

You are at Step 3: Select manufacturer by clicking the icon below.

You are Step 4: Select location by clicking the icon below.

You are at Step 5: Select building by clicking the icon below.

You are at Step 6: Select equipment below.

You are at Step 7: Select the PM Template from the library below or create your own schedule from scratch.

You are at Step 8: Define your job start up procedures below.

You are at Step 9: Define your safety points below.

You are at Step 10: Define your tasks and procedures below.

You are at Step 11: Define the job tools below.

You are at Step 12: Define the purchases needed to complete the PM Job.

You are at Step 13: Define journal noted by clicking "New Note" below.

You are at Step 14: Define the assignment, codes and estimate job hours below.

You are at Step 15: Define the frequency schedule below.

You are at Step 16: Create a Template.

You are a Step 17: Summary.

Reports

Policy #16.0

PURPOSE

Monthly and quarterly reports, both in narrative and quantifiable data forms, are an integral part of business communication and assist developing departments, superintendents, and boards with improved decision-making processes that ultimately benefit the district's quality. As a good business practice, Superintendents and Boards should use the information to improve their knowledge of the district's school sites, physical conditions, capital needs, and overall activities and accomplishments towards the annual report.

POLICY

It is the policy of the Los Alamos Public School District to create monthly reports based on data collected in the Facility Information Management System/Dude Solutions and present it to the Superintendent and Board for review. Monthly reports from the maintenance and operations department are to be developed and submitted to the Superintendent and Board no more than 10 days into the following month.

At the end of every month, the [School District/FIMS](#) maintenance manager or designee shall develop a maintenance metrics report that encompasses the maintenance and operations activities occurring during that time frame for administrative review.

PROCEDURE

The Maintenance and Operations report shall include:

1. Any changes to the district preventive maintenance plan.
2. Quarterly Proficiency Rating in the state-provided Facility Information Management System (FIMS)/Dude Solutions and any activities associated with the program such as training activities.
3. Maintenance Metrics activities to include:
 - o Work Order Completion rate.
 - o Monthly Work Order Backlog %.
 - o Work Order Transaction Information.
 - o Monthly Preventive Maintenance Work Order rate.
 - o Monthly PM cost ratio.
 - o Vandalism Report.
 - o Utility Direct Management 12 months of effective history.
4. Progression of developed maintenance foals for the year.
5. Progression or accomplishments of developed district capital projects and updates to the 5-Year Facility Master Plan.
6. Results of environmental or safety rounds and any corrections made.
7. Custodial performance activities occurring at the district sites.
8. Meetings & Training activities occurring in Maintenance & Operations.
9. Staffing changes or challenges affecting the completion of the preventive maintenance activities.
10. Addition/deletions or changes to any maintenance and operations policies.
11. Addition/deletions of major equipment at district facilities.
12. Any regulatory (local, state, or federal) compliance visits/audits, listing all variances and a plan of correction to those variances.
13. Changes or updates to the district's energy management programs.
14. Hazardous materials & Waste Management activities to include additions/deletions to the district's MSDS program and any training activities.
15. Pest Control Management Activities to include additions/deletions to the district's IPM program and any training activities.
16. Fleet Vehicle maintenance activities, repairs, etc.

Reports

Policy #16.0

Note to Districts:

To assist schools in monitoring their district maintenance performance activities, the PSFA maintenance division reviews New Mexico School Districts Facility Information Management Systems (FIMS) accounts on a quarterly basis and provides a data-driven FIMS Proficiency report on the Key Maintenance Performance Indicators (KPI) for each of the state provided FIMS modules to include Maintenance Direct (MD), Preventive Maintenance Direct (PMD) and Utility Direct (UD).

The report is data-driven and includes recommendations on where the district can improve performance with regard to the district's FIMS use. It is provided to all district superintendents and/or lead maintenance positions. Districts are encouraged to use the data to improve their performance and communicate the findings to the district board.

Please print and attach the district FIMS reports in this section for district reference.

If you do not receive a quarterly district FIMS report or have questions or comments, regarding your district maintenance and operations, please contact your State of New Mexico, PSFA Maintenance Specialist at the PSFA Maintenance Division – 505.843.6272

Reference: Meaningful Maintenance Metrics Overview – Available in the attachments.

References:

PSFA:

NM State Statute:

Original Date: __/__/__	
Review/Revision Date: __/__/__	
<input type="radio"/> Supersedes all Previous	
Approved: _____	Date: __/__/__

Energy Management Plan

Policy #17.0

Procedure attached.

LAPS Energy Policy

The main focus of the LAPS energy program is to manage through setbacks of the building automation systems' unoccupied times in each of the seven schools, The Central Office, and Maintenance Facilities. Setbacks of the unoccupied times are programmed using ASHRAE national standards.

Duties Performed

1. Set all stand-alone T-stats to temperature to unoccupied settings for weekends.
2. Holiday
3. School breaks
4. Monitor utility bills for discrepancies
5. Educate staff on energy management practices
6. Adjust time clocks for lighting controls and domestic hot water unoccupied periods.

LAPS has established a culture of sustainability where the teachers and staff have a direct impact on energy savings.

Building / Property Assessments

Policy #18.0

FMAR Definition: The FMAR stands for Facility Maintenance Assessment Report (FMAR). The FMAR is a process tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facilities' conditions/appearance and determine and verify the implementation of an effective maintenance management program. The results (feedback report) are used to establish a benchmark for the individual schools/district's maintenance programs in an effort towards continuous improvements and implementation of cost-effective maintenance strategies.

Purpose: To establish a verifiable process to determine the extent a school district is maintaining industry-standard maintenance practices; to provide constructive feedback (**OFls**) to the district on facility maintenance programs; to gather and share Best Practices across the state; to establish a baseline condition score/rating of current facility maintenance programs and physical condition; to identify districts progressing towards and "Exemplary" facility maintenance program.

A physical building assessment uses a comprehensive review of building systems and assets. Physical Building Assessments are a standard method for establishing baseline information about the components, systems, policies procedures of a new or existing buildings maintenance program. An FMAR assessment is a way of determining the status of the building maintenance program. It provides a snapshot of how the various systems are being maintained and environmental components are operating. A primary objective of an FMAR is to measure the value of an implemented maintenance and operations program's effectiveness.

Building assessments are a tool for projecting current and future maintenance effectiveness and needs. Building assessments are accomplished by assessing buildings, grounds, equipment, and systems, documenting the findings, and recommending service options to increase efficiency, reduce waste and save money. FMAR provides the landscape against which all building maintenance efforts and planning occur.

Knowing What You Have: The importance of a physical building assessment to include buildings, grounds, other systems, and equipment is essential for the school district's successful operation. It is a component of the district's maintenance program and a feeder into the management of the FMP. Knowing what you have and the condition it is in is an important aspect of operating your facilities.

Building assessments require time, energy, expertise, and resources. Performing a comprehensive and accurate assessment is time-consuming and economical all the same because it is a necessary step in the effective and efficient management of school district buildings.

Why a Facility Maintenance Assessment: Things change. The luster and aesthetic appeal of new buildings and equipment are sure to fade over time. When buildings age, the building condition begins to exhibit normal wear and tear. The definition of what constitutes "proper maintenance", changes over the life of the equipment or building systems. Knowing the age and condition of a building or piece of equipment is a prerequisite for maintaining its property. Otherwise, maintenance efforts are a hit-or-miss situation – some things only get fixed when they break (reactive), while others get maintained on a routine basis whether they need it or not (preventive). When a school knows the status of its buildings and equipment, the need for maintenance, repairs, and upgrades becomes much clearer.

The FMAR Building Assessment: The assessment team is made up of members of the NMPSFA and school staff, if available. The assessment of the school's buildings leads to a prioritized list of repair needs and items/recommendations. The completed feedback report will paint a picture of the repair/replacement/focus area needs for the immediate period and into the future. The next step is to assign a reasonable time frame for repairs using the school's CMMS programs or capital expenditure project program (FMP).

Grounds Plan – District Developed

Policy #19.0

OVERVIEW

The purpose of a Grounds-keeping Maintenance Plan is to ensure that ground systems are maintained in an attractive, orderly, healthy, and safe manner to support a pleasant and functional outdoor educational environment. Ground s-keeping and property maintenance are important aspects of public schools' maintenance programs. Routine Preventive Maintenance tasks should be developed to ensure a safe and functional environment for all occupants. The initial appearance of Public-School Facilities and how well they are maintained is something parents, visitors, students, and the general public pay a great deal of attention to. Maintaining properties in good, clean, and safe condition adds curb appeal, supports a quality educational environment, and prevents deferred maintenance.

DEFINITIONS:

Grounds-keeping: The activity of tending areas of land for aesthetic or functional purposes; for purposes of this manual, in a public or charter school setting. Tasks may include, but are not limited to routine litter management, mowing grass areas, trimming hedges and trees, planting, mulching, aeration, fertilizing, managing flowers, management of watering systems (manual or automated), xerio-scrapping, pest and weed control, integrated pest management, etc. Other tasks include managing walkways, patios, parking lots, fountains, fences, planters, and benches and seasonal functions including start-ups, shutdowns, and snow removal functions. Specific areas of public schools that should also be considered also include managing athletic field surfaces (soccer & football fields, track surfaces, basketball surfaces, and artificial turf & playground areas). Maintenance of equipment to support grounds-keeping tasks should also be considered as well as developing a sound safety program.

Having and maintaining the right equipment is also vital to the success of a quality Grounds-keeping program that should be considered.

A groundskeeper is a person who maintains landscaping, grounds, gardens, sporting venues, and other exterior properties (and their vegetation where appropriate) for appearance and functionality.

PURPOSE

The purpose of the Grounds Keeping Preventive Maintenance Program is to create a method for the development and implementation of a ground maintenance program for the schools to provide an aesthetically appealing, safe, and functional environment.

FMAR's

- Assist the school administration in knowing what they have, its condition, service history, and maintenance needs.
- Provide facts, not guesswork, to inform school administrators and maintenance staff of necessary repairs to...
- Establish a baseline for measuring building maintenance progress.

Building assessments should be a routine part of the building's maintenance program. By integrating the findings of an annual assessment the district can ascertain the impact of various maintenance and custodial strategies, and the future demands the aging process might place on the infrastructure of the school property. This information can be used to increase the efficiency, resources, and cost-effectiveness of building use and maintenance efforts in the immediate and near future. The assessment along with the 5-year FMP provides valuable information about the maintenance obligations facing schools now and into the future.

Grounds Plan – District Developed
Policy #19.0

POLICY/GUIDELINES

Each year the district grounds department develops landscape maintenance work plans for the following year. Work plans should be developed for the following maintenance specialties:

- General Grounds
- Turf Maintenance
- Xeriscape Maintenance
- Mowing and hardscape maintenance
- Irrigation maintenance
- Tree and Shrub Maintenance
- Playgrounds and other athletic fields
- Other

The work plans identify the types of work that need to be completed each week to achieve the standard service level goals for the area(s) determined by the district administration. Adjustments to the work plan are made each year to reflect changes in staffing levels, district square footage, changes in staffing levels, district square footage, changes in the landscape nomenclature, or other district-specific adjustments.

The work plan serves as a guideline for the technical and supervisory staff. Weather and other factors impact the application of the work plan, however, overall, they provide an accurate depiction of the landscape maintenance being done at the district school sites.

Attachments:

1. Facility Grounds keeping Plans and drawings (to be added by district) 8½ x 11.
2. Grounds keeping PM Schedule Draft (to be enhanced by district).
3. Groundskeeping Safety Manual (to be enhanced by district).

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

<u>Preventive Maintenance Item</u>	<u>PM Frequency</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Lawn Maintenance/Mowing/Edging	Depending on the season. (Custodian/Maintenance/Outsourced)	X	X2	X4	X4	X4	X4	X4	X4	X4	X3	X2	X	91
Sprinkler System Maintenance	Required weekly By in-house maintenance (Custodian/Maintenance/Outsourced)	x	x	x	x	x	x	x	x	x	x	x	x	12
Trash Maintenance • Blower Maintenance (weekly)	Required daily By in-house maintenance/custodians							X						1
Hedge & Tree Trimming	Monthly Inspection Bu in-house maintenance (Custodian/Maintenance/Outsourced)				X2	X2	X2	X2	X2	X2				12
Fence Maintenance	Monthly review and repair as needed. (Custodian/Maintenance/Outsourced)	x	x	x	x	x	x	x	x	x	x	x	X	12
Weed Treatment Name of Company & Number	Seasonal. School Policy. (Custodian/Maintenance/Outsourced)			x	x	x	x	x	x	x				7
Pesticide and Fertilizer Spraying Name of Company & Number • Pre-treatment • Dethatching	Seasonal – Must be certified and trained to apply. (Custodian/Maintenance/Outsourced)				x						x			2
Parking Lot Maintenance/Clean-up	Daily/Weekly							x	x					2
Other														
Other														
Other														

Use of Pesticides on School Property Integrated Pest Management (IPM)
Policy #20.0

Use of Pesticides on School Property

POLICY

The Los Alamos Public School District will develop procedures for the implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures will include but are not limited to the following: The district may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, and Project Management (project, construction, and architectural vendors).

Use of pesticides will be governed by the following standards:

Definitions as used in this section:

Pesticides: any substance used to kill pests. It includes insecticides, herbicides, fungicides, rodenticides, etc.

Pests: any organism with characteristics that are regarded by humans as injurious or unwanted.

- a) No pesticides may be applied to the Los Alamos Public School District property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the Los Alamos Public School District property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture
- b) No pesticides may be applied to the Los Alamos Public School District property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.
- c) Pesticides will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.

Preventative Maintenance Plan
Introduction, Purpose, Mission, & Policy Statement

Use of Pesticides on School Property Integrated Pest Management (IPM)
Policy #20.0

- d) Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the Los Alamos Public School District property when students, staff, or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of the Los Alamos Public School District property and which requires the immediate application of a pesticide to remediate, students, staff, and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

- e) At the beginning of each year, and when new students register, the Los Alamos Public School District will develop a list of parents and guardians who have communicated that they wish to be notified prior to pesticide application during the school year. The parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communications or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notifications are required. Immediately following the application of a pesticide in emergency cases, signs will be indicating an application was made.

- f) Written records of pesticide applications will be kept for three (3) years at each school site and will be available upon request to parents, guardians, students, teachers, and staff.

References:

PSFA:

NM State Statute:

Original Date: __/__/__	
Review/Revision Date: __/__/__	
<input type="radio"/> Supersedes all Previous	
Approved: _____	Date: __/__/__

Preventative Maintenance Plan
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Maintenance Synthetic Turf
Policy #21.0

Grooming of Infilled Turf

UBU Sports™ recommends that every UBU Sports^R surfacing system have routine brushing every 80 to 200 hours of usage. Routine brushing is accomplished with a “drag broom” suitable for brushing the surface. If you do not have a “drag broom” please contact your local UBU Sports^R representative to purchase one.

Infilled surfaces do require grooming. Additional Grooming may be necessary only when and if the Infill has become displaced due to excessive use in certain areas of the surface such as a goal and heavy traffic areas.

Routine Brushing:

Routine brushing keeps the surface free from debris, but also maintains your UBU Sports™ surfacing system at its optimum performance. Routine Brushing simultaneously achieves three objectives.

1. Keeps the impregnated layer uniform in its distribution.
2. Ensures that the exposed part of the fiber is uniform in its direction and stays erect.
3. Helps remove litter, leaves, dirt, etc.

The realized benefits from routine brushing are:

1. Consistent footing and ball bounce throughout the surface.
2. Maximum aesthetic appeal.
3. Lengthened life expectancy.

Maintenance Synthetic Turf
Policy #21.0

Maintenance Certificate

This maintenance is provided to detail and document the field safety inspection performed.

This Certified Inspection was conducted by:

Signature: _____

Printed Name: _____

Name of Facility		Product	
Location		Date of Original Installation	
		Date of Inspection	

20 Point Field Safety Inspection

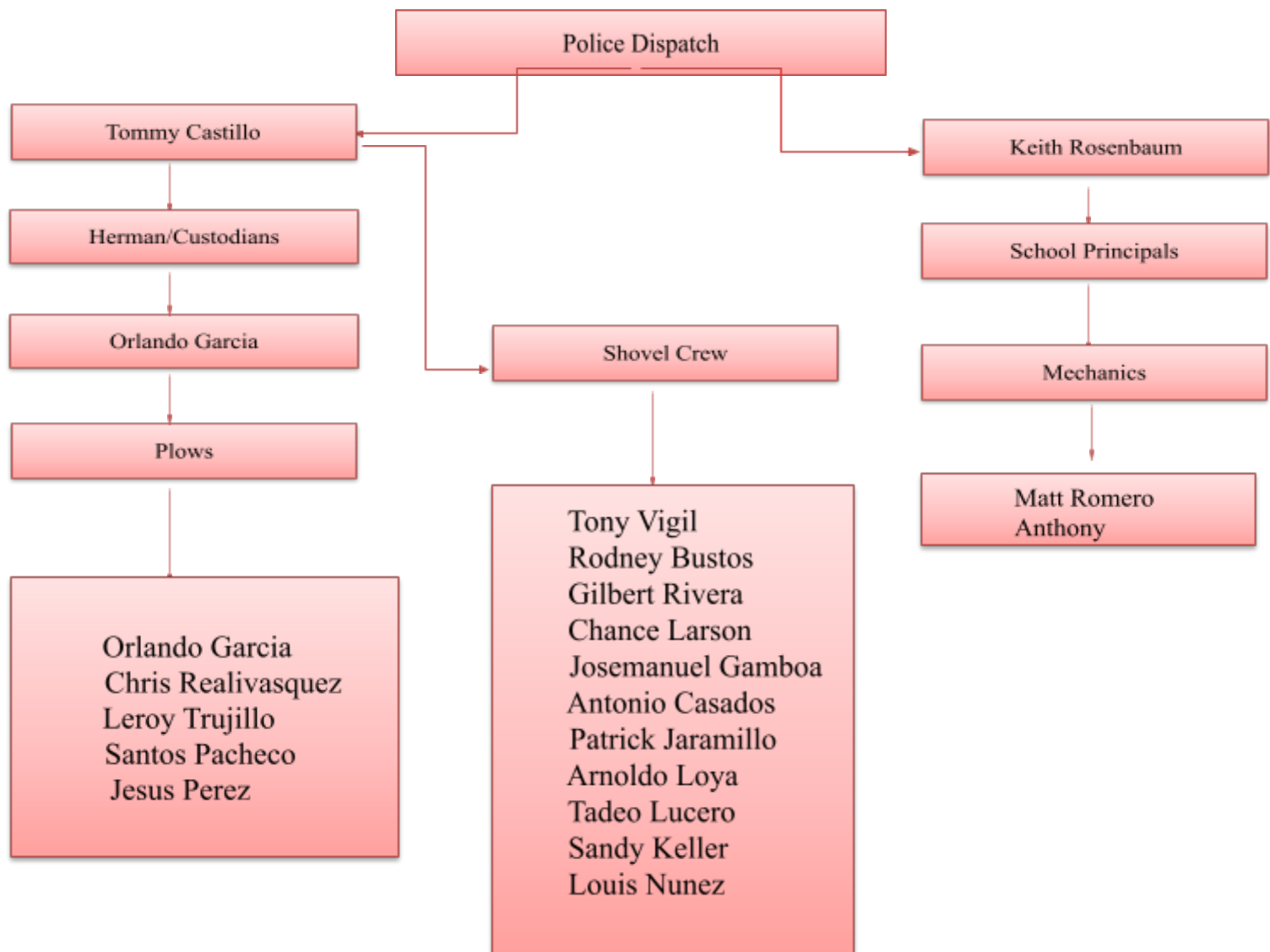
Special Instructions:

Notes:

Preventative Maintenance Plan
 Introduction, Purpose, Mission, & Policy Statement

Snow Removal Plan

Policy #22.0



Snow Removal Plan

Policy #22.0

I. Notification of Conditions

- a. The L.A. County Roads/Dispatch will notify Keith Rosenbaum and/or Tommy Castillo as soon as snow starts to accumulate on streets and sidewalks.

Note: Accumulation means the main roads are covered from curb to curb.

- b. Keith Rosenbaum will notify Orlando Garcia to contact the plow and shovel crews for leased facilities. Keith Rosenbaum or Tommy will contact Principals for Custodians and mechanics.

II. Action Required

- a. Plow/Sanding Crews

1. If the snow is falling or has been falling during the workday, the decision on starting time will be made prior to going home when possible.
2. If the snow starts between normal quitting time and midnight, plowing starts at a time determined by the Director of Facilities, usually by midnight.
3. If the snow starts after midnight, plow crews start as soon as they can arrive.
4. The Maintenance Department shovel crew for leased facilities and other designated areas should start by 5:00 a.m.

- b. Maintenance/Custodial Department

1. Shovel crews will be notified by Herman Salazar & Orlando Garcia for facilities and custodians and should start by 5:00 a.m.

Elementary Schools -ATV	1 employee each	1 snow blower or
Middle School -blower	1 employee	1 ATV and 1 snow
High School	2 employees	1 UTV and 1 ATV
Leased Facilities -ATV, and 1 UTV	6 employees	1 snow blower, 1

More Custodians can be called out at the custodial Directors discretion.

2. Head custodians at each school will be responsible for shoveling sidewalks and spreading ice melt/sand as needed throughout the day. Materials will be supplied upon request from maintenance.
3. Walks/parking lots are to be surveyed daily for icy conditions by site custodians.
4. Maintenance Dept. personnel will assist with heavier snow falls as their workload allows and conditions warrant.

Snow Removal Plan

Policy #22.0

- c. Mechanics
 - A mechanic will be on call at all times when plow crews are active.

III. Special Conditions

a. Weekend/Holiday Storms

1. If Keith is notified of snowfall starting after 4:30 p.m. on a Friday or preceding a holiday, he will notify Orlando Garcia or Tom Castillo before 8:00 a.m. the following day. Orlando will notify plow crews about a starting time. Building supervisors or their designees are responsible for notifying Facilities about snow and ice removal needs during weekends and holidays if special events are planned.
2. Snow removal on Friday nights, Saturdays, and Holiday periods will be limited to areas with activities which include: the High School Gym lot, Smith Auditorium lot, Pueblo Complex, Middle School, the Administration area, Canyon, Pajarito, and a bus lot. On Sunday, or the day prior to the return to normal operations, the plow and shovel crews will start at noon unless snow depths require an earlier start.

b. Ice Conditions/Treatment

- If rain or snowfall during the night creates hazardous driving conditions due to ice, the above notification procedures will be used to spread sand and ice melt.

IV. Delayed Start

- a. Road conditions and status of school facilities will be surveyed by the Director of Facilities and/or Transportation Director prior to 4:30 a.m.
- b. At 5:00 a.m. The Superintendent will make a decision with input from the Director of Facilities and/or Transportation. The district web page will be updated with information as directed by the Superintendent.
- c. If a decision to delay the start of school is made:
 1. The Director of Facilities and Transportation will update the INFO line (505.663.2223)
 2. The Transportation Supervisor will notify:
 - o Facilities Director
 - o Mechanics on duty
 - o Plow crews via radio
 3. The Superintendent notifies the radio and TV stations. E-Alerts and website to be updated by the Technology Department.
- d. If LANL notifies LAPS of a delayed start or cancellation, the District will normally follow suit.

Preventative Maintenance Plan
Introduction, Purpose, Mission, & Policy Statement

Snow Removal Plan

Policy #22.0

V. Plow Sites

Canyon	Administration Lot	Chamisa	Leased
High School	Bus Lot	Pinon	Facilities
Canyoncito			
Pueblo	Aspen		
Middle School	Little Valley		
Mesa	Pajarito		
Barranca Mesa			
Mountain			

Plow operators will assist each other as needed.

VI. Phone List and Alternatives

<u>Name</u>	<u>Cell/Other Number</u>
Jennifer Guy	505.663.2228 505.470.7660
Tommy Castillo	505.470.2642
Herman Salazar	505.470.9601
Keith Rosenbaum	505.695.8086 505.412.7942
Orlando Garcia	505.490.2897
Matthew Romero	505.660.9217
LAPD Dispatch	505.662.8222

Plow Drivers

Orlando Garcia	575.581.4450 505.490.2897
Santos Pacheco	505.913.0683
Sandy Keller	505.470.9891
Leroy Trujillo	505.692.0275

Preventative Maintenance Plan
Introduction, Purpose, Mission, & Policy Statement

Snow Removal Plan
Policy #22.0

Shovel Crew

Chris Realivasquez	505.695.8172
Tony Vigil	505.927.4181
Jesus Perez	505.484.9949
Gilbert Rivera	505.470.7223
Josemanuel Gamboa	505.577.6824
Antonio Casados	505.492.6107
Chance Larson	505.470.0490

Los Alamos County

Dan Erickson	505.231.2146 505.663.1777
Philo Shelton	505.695.8174

References:

PSFA:

NM State Statute:

Original Date: __/__/__

Review/Revision Date: __/__/__

☐ Supersedes all Previous

Approved: _____ Date: __/__/__

Asbestos Operations & Maintenance (O&M) Plan

Policy #23.0

I. Introduction

In accordance with the U.S. Fish and Wildlife Service (Service) Manual Chapter 561 FW 8, Asbestos Management, this operations and Maintenance (O&M) Plan is required when an asbestos inspection reveals the presence of friable asbestos-containing material (ACM) in a building, and the ACM is in good condition. Although the plan may be appropriate and sufficient for managing asbestos in place and assuring compliance with construction and exposure regulations, in some cases the Plan is not enough and abatement will be necessary.

II. Purpose

The primary objective of this O&M plan is to control building occupant and employee exposure to asbestos fibers. In addition, the procedures in this plan attempt to minimize any potential hazard posed by ACM/presumed ACM (PACM) during cleaning, maintenance, and general operation activities.

This plan applies to employees, tenants, other building occupants, and contractors.

III. Definitions

- o Asbestos – include chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated or altered.
- o Asbestos Containing Material (ACM) – Any material or product that contains more than 1% asbestos.
- o Category I Non-friable ACM – Material such as packing, gaskets, resilient floor covering, and asphalt roofing products containing more than 1% asbestos.
- o Category II Non-friable ACM – Any material containing more than 1% asbestos that is not a category I non-friable ACM, and that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure. Category II ACM includes, but is not limited to
 - a) Asbestos cement siding and shingles,
 - b) Transit panel boards, and
 - c) Asbestos cement pipe (asbestos cement pipe may not be limited to buildings).

- IV. Friable ACM** – Any material containing more than 1% asbestos that, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure.

- V. High-Efficiency Particulate Air (HEPA) Filter** – A filter capable of trapping and retaining at least 99.97% of monodispersed particles of 0.3 micrometers or larger in diameter.

Asbestos Operations & Maintenance (O&M) Plan

Policy #23.0

VI. Presumed Asbestos Containing Material (PACM) – Thermal System Insulation (TSI) and surfacing material found in buildings constructed before 1981 and floor tile installed in buildings through 1981 may contain asbestos. Although it is unlikely, some flooring installed after 1981 may contain asbestos. Until sampling demonstrates that the material has 1% or less asbestos, we consider these materials PACM.

VII. Regulated Asbestos Containing Material (RACM) – RACM includes

- 1) **Friable asbestos material.**
- 2) **Category I non-friable ACM** that has become friable, or has been subjected to sanding, grinding, cutting, or abrading; and
- 3) **Category II non-friable ACM** that has a high probability of becoming crumbled, pulverized, or reduced to powder during the course of demolition or renovation operations.
 - **Vinyl Asbestos Floor Tile** – When vinyl floor tile, and in some cases its mastic, contains more than 1% asbestos, it must be handled as ACM.

4) Asbestos Locations:

Actual survey results have confirmed the presence of ACM in buildings and locations listed in the asbestos inventory (see Exhibit 1 to 561 FW 8). The asbestos in these materials does not constitute a health hazard if left undisturbed.

- 5) **Employee Training** – all maintenance, custodial, and other employees who may be disturbing asbestos during their normal job duties must complete a minimum of 2 hours of asbestos awareness training BEFORE they begin duties where there is a potential for contact. This training is taken annually.

Awareness training should include such topics as

- Backgrounds information on asbestos,
- Health effects of asbestos,
- Worker protection programs,
- Locations of ACM and PACM at the facility,
- Recognition of ACM and PACM damage and deterioration,
- The O&M plan for the facility, and
- Proper response to fiber release episodes.

Asbestos Operations & Maintenance (O&M) Plan

Policy #23.0

A number of online asbestos awareness training courses provide certificates of completion and meet the requirements of OSHA 29 CFR 1910.1001(j) (7) (IV).

6) Notification – 33

The Project Leader/Facility Manager must:

- Notify the following personnel of the presence, location, and physical condition of the ACM, and stress the need to avoid disturbing the material:
 - Building employees,
 - Tenants who will occupy the areas,
 - Contractor's bidding work in the building, and
 - Contractors working in adjacent rooms.
- Distribute written notices, post signs or labels on ACM where employees can see them, and make the O&M plan available to anyone who might work on or disturb the ACM. All warning signs and labels posted on areas containing asbestos must comply with OSHA regulations in 29 CFR 1910.1001(j) (3) and (4).
- Make sure contractors who may come in contact with ACM or PACM are aware of this material by having them review the O&M plan and sign the Contractor Notification Form for Asbestos (see FWS Form 3-2432).

7) Monitoring ACM

The ACM identified in the inventory is subject to deterioration with age, the effects of building occupancy, and accidental damage. To monitor the condition of the ACM, the Project Leader/Facility Manager ensures that staff visually inspect the material at regular intervals (at least two times per year), and immediately report any ACM damage or deterioration.

The Project Leader/Facility Manager keeps a written record of these periodic inspections. The record must include

- Date of Inspection.
- Inspector.
- Locations inspected, such as floor level, room names, or numbers, etc.;
- Nature of ACM (pipe wrap, transit board, etc.) and friability;
- Whether adequate labeling is still intact'
- Changes of status since last inspection (e.g., new damage, water, etc.); and
- Any recommended action(s).

Asbestos Operations & Maintenance (O&M) Plan

Policy #23.0

The most recent inspection/risk assessment should be used as the basis for this survey. You may use the Asbestos Inspection Form (FWS Form 3-2430) for this inspection.

8) Recordkeeping –

Project Leaders/Facility Managers must ensure that the staff retains all facility asbestos management documents, including

- o Copies of Asbestos Hazard Emergency Act (AHERA) inspection and assessment reports.
- o Written O&M plan.
- o Semiannual ACM/PACM visual inspection records (see FWS Form 3-2430)
- o Awareness training records (see FWS Form 3-2431); and
- o Changes to location, condition, or quantity of the ACM/PACM.

9) Job Site Controls for Work Involving ACM –

Whenever maintenance, custodial, or other employees perform work in areas where ACM or PACM is present, they must use appropriate work practices and protective measures to minimize the potential to disturb the ACM/PACM.

This includes

- o Use of wet methods (such as applying water to ACM with a low-pressure sprayer);
- o Use of mini enclosures.
- o Area isolation.
- o Avoidance of certain activities such as sawing, sanding, or drilling around ACM/PACM.

10) Safe Work Practices –

It is important to minimize the disturbance of ACM and the subsequent release of asbestos fibers. You can accomplish this by staying out of physical contact with materials that contain or are presumed to contain asbestos.

Preventative Maintenance Plan
Introduction, Purpose, Mission, & Policy Statement

Asbestos Operations & Maintenance (O&M) Plan

Policy #23.0

All personnel at (name) must observe the following work practices to avoid or minimize fiber release during activities that may affect ACM/PACM:

- **DO NOT** drill holes into material containing asbestos.
- **DO NOT** hang pictures, signs (except asbestos warning signs), clothing, plants, or any other articles on structures covered with materials containing asbestos.
- **DO NOT** sand, saw, or grind floor tiles, hardboard panels, or other materials that may contain asbestos.
- **DO NOT** damage materials containing asbestos while moving furniture or other objectives.
- **DO NOT** install curtains, drapes, or dividers in a way that will damage materials containing asbestos.
- **DO NOT** dust floors, ceilings, moldings, or other surfaces with a dry brush or sweep with a broom in an environment containing asbestos.
- **DO NOT** use an ordinary vacuum to clean up debris containing asbestos.
- **DO NOT** remove ceiling tiles below materials containing asbestos without wearing proper respiratory protection, clearing the area of other people, and observing asbestos waste disposal procedures.
- **DO NOT** remove ventilation system filters in a dry state, and
- **DO NOT** shake ventilation system filters.

11) Worker Protection –

Service employees must not participate in asbestos abatement activities unless they are in full compliance with State AHERA certification and licensing standards and follow OSHA and EPA requirements and the requirements in Service Manual chapter 561 FW 8. In most instances, worker protection will be described in the employee Job Hazard Analysis (see 240 FW 1).

[Los Alamos Public School](#)
[BackFlow Prevention Assembly Inventory and Inspection Review](#)

Equipment Name	Make	Model	Serial Number	Location & Asset Tag No.	2022/2023 Inspection	2022 Inspection	2023 Inspection	2024 Inspection
BackFlow Prevention Assembly 1 Size: 2 inch Location: Aspen Elem. Classification: Irrigation	Watts	800M4QT	9033	Outside Door 149A				
BackFlow Prevention Assembly 2 Size: 2 inch Location: Aspen Elem. Classification: Irrigation	Watts	800M4QT	5684	Past Main Building Entrance				
BackFlow Prevention Assembly 3 Size: 3 inch Location: Barranca Mesa Elem. Classification: Irrigation	Wilkins	375	39931	East End of Bus Lane				
BackFlow Prevention Assembly 4 Size: 3 inch Location: Barranca Mesa Elem. Classification: Irrigation	Wilkins	375	L54002	Outside SE Corner of Building				
BackFlow Prevention Assembly 5 Size: 4 inch Location: Chamisa Elem. Classification: Irrigation	Wilkins	375RP	14658	West Entrance to Campus				
Backflow Assembly 6 Size: 2 inch Location: LAHS Classification: Irrigation	Watts	800M4QT	9025	Outside West End Near Orange Street				

Los Alamos Public Schools
BackFlow Prevention Assembly Inventory and Inspection Review

Equipment Name	Make	Model	Serial Number	Location & Asset Tag No.	2022/2023 Inspection	2022 Inspection	2023 Inspection	2024 Inspection
BackFlow Prevention Assembly 7 Size: 2 inch Location: LAHS Classification: Irrigation	Watts	800M4QT	6610	North Side Intersection Griffith Gym Parking Lot				
BackFlow Prevention Assembly 8 Size: 2 inch Location: LAHS Classification: Irrigation	Watts	800M4QT	1656	Outside NW Quadrant				
BackFlow Prevention Assembly 9 Size: 3 inch Location: LAHS Classification: Irrigation	Watts	800M4QT	13859	Courtyard Between Office Exit & Music Wing				
BackFlow Prevention Assembly 10 Size: 3 inch Location: Barranca Mesa Elem. Classification: Irrigation	Wilkins	720a	W613020	Between A-Wing & E-Wing East Side Service Road				
BackFlow Prevention Assembly 11 Size: 6 inch Location: Chamisa Elem. Classification: Irrigation	Amess	400SS	1085661202	South of Booster Station				
BackFlow Assembly 12 Size: 2 inch Location: Pinon Elem. Classification: Irrigation	Watts	800M4QT	6781	Outside SE Corner Building 100				

Los Alamos Public Schools
BackFlow Prevention Assembly Inventory & Inspection Review

Equipment Name	Make	Model	Serial Number	Location & Asset Tag No.	2022/2023 Inspection	2022 Inspection	2023 Inspection	2024 Inspection
BackFlow Prevention Assembly 13 Size: 2 inch Location: Pinon Elem Classification: Irrigation	Watts	009M2QT	B0849	East Entry from G.C. Drive				
BackFlow Prevention Assembly 14 Size: 2 inch Location: Pinon Elem. Classification: Irrigation	Watts	800M4QT	5593	South End of Soccer Field				
BackFlow Prevention Assembly 15 Size: 3 inch Location: Pinon Elem. Classification: Irrigation	Watts	800M4Q5	6622	North from Grounds Shed				
BackFlow Prevention Assembly 16 Size: Location: Classification:								
BackFlow Prevention Assembly 17 Size: Location: Classification:								
BackFlow Assembly 18 Size: Location: Classification:								

Los Alamos Public Schools
BackFlow Prevention Assembly Inventory & Inspection Review

Equipment Name	Make	Model	Serial Number	Location & Asset Tag No.	2022/2023 Inspection	2022 Inspection	2023 Inspection	2024 Inspection
BackFlow Prevention Assembly 1 Size: 3/4 Location: Aspen Elem. Classification: Boiler	Conbraco	40204A2	V2462	North Wall Boiler Room				
BackFlow Prevention Assembly 2 Size: 3/4 Location: Barranca Mesa Elem. Classification: Boiler	Conbraco	40204A2	V8518	Air Handling Unit Boilers				
BackFlow Prevention Assembly 3 Size: 1 inch Location: Chamisa Elem. Classification: Boiler	Wilkins	475	435663	Middle of Room				
BackFlow Prevention Assembly 4 Size: 1 ¼ Location: LAHS Classification: Boiler	Conbraco	40206A2	Q4415	West Wall D-Wing				
BackFlow Prevention Assembly 5 Size: 1 ¼ Location: LAHS Classification: Boiler	Conbraco	40206A2	Q4429	South Wall Griffith Gym				
Backflow Assembly 6 Size: 1 ¼ Location: LAHS Classification: Boiler	Conbraco	40206A2	Q5080	Near Water Heaters				

Los Alamos Public Schools
BackFlow Prevention Assembly Inventory & Inspection Review

Equipment Name	Make	Model	Serial Number	Location & Asset Tag No.	2022/2023 Inspection	2022 Inspection	2023 Inspection	2024 Inspection
BackFlow Prevention Assembly 7 Size: 1 inch Location: LAHS Classification: Boiler	Conbraco	40205A2	W4191	South Wall Main Building				
BackFlow Prevention Assembly 8 Size: 1 inch Location: LAHS Classification: Boiler	Conbraco	40205A2	W4201	Boiler Room E-Wing				
BackFlow Prevention Assembly 9 Size: 1 inch Location: LAMS Classification: Boiler	Wilkins	975RP	21117	Boiler Room				
BackFlow Prevention Assembly 10 Size: 1 inch Location: Mountain Elem. Classification: Boiler	Watts	009QT	10023	East Wall Boiler Room				
BackFlow Prevention Assembly 11 Size: ¾ Location: Mountain Elem. Classification: Boiler	Conbraco	40204A2	V8542	South Wall 400 Boiler Room				
BackFlow Assembly 12 Size: Location: Pinon Elem. Classification: Boiler	N/A	N/A	N/A	Replaced w HVAC System on 2017				

Los Alamos Public Schools
OSHA/Life Safety Code Inspection Protocols 2024/2025

All Fire Protection systems shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Fire Extinguisher Inspection Brazas 505.889.8999 Reference NFPA 10	Required Annual By an outside service contractor						X							1
Fire Extinguisher Inspection Maintenance Inspections Reference NFPA 10	Required Monthly By in-house maintenance	X	X	X	X	X	X	X	X	X	X	X	X	12
Fire Alarm System Inspection EMI 505.681.2187 Reference: NFPA 72	Required Annual By an outside service contractor							X						1
Sprinkler System Maintenance Fire Safety Sales 505.471.7057 NFPA Reference: Installs 13/Maintenance 2.5	Required Quarterly By an outside service contractor		X			X			X			X		4
Backflow Prevention Assemblies Fire Safety Sales 505.471.7057 o Irrigation o Domestic o Fire Protection o Other	Required Annual By licensed plumber/contractor o o o o			X										1
Exit Signs/Emergency Exit Lighting Maintenance Inspections Reference: LSC 101 5-9-3	Monthly Inspection By in-house maintenance	X	X	X	X	X	X	X	X	X	X	X	X	12
Kitchen Hood Suppression System Fire Safety Sales 505.471.7057 Reference NFPA 10	Required Semi-annual By an outside service contractor				X						X			2
Kitchen Hood Cleaning Fire Safety Sales 505.471.7057 Reference NFPA 10	Semi-annual By an outside service contractor w/ staff cleaning weekly				X						X			2
Fire Marshall Inspection Santa Fe County/LA County Reference: State Fire Marshal's Office	Required every 1-2 years Refer to local Fire Marshall							X						1
Fire Door Assemblies Inspection EMI 505.681.2187 Reference NFPA 80	Required Annual By an outside service contractor						X							
Rolling Fire Doors Assemblies Inspection EMI 505.681.2187 Reference NFPA 80	Required annual By an outside service contractor						X							1
Smoke & Fire Dampers Assemblies Maintenance Inspections EMI 505.681.2187 IBC Smoke & Damper Actuation Methods Reference NFPA 105	Required annually By outside service contractor						X							1

Los Alamos Public Schools
Heating Ventilation Air Conditioning – HVAC PM Inspection Matrix 2024/2025
 All HVAC systems shall be inspected & maintained to provide for reliable working systems & safe environments

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
HVAC Inspection Trane 505.554.7969	Required Annual						X							1
HVAC Filter Change Reference Owner's Manual	Required Quarterly	X			X			X			X			4
HVAC Thermostat/Wall Sensor Trane 505.274.3574	Required Annual							X						1
HVAC Control System Trane 505.554.9574	Required Quarterly		X			X			X			X		4
Boiler Inspection Trane 505.554.9574 <ul style="list-style-type: none"> o Safeties o Pumps o Commercial Water Treatment o Controls 	Required Annual									X				1
Chiller Inspection Trane 505.554.9574 <ul style="list-style-type: none"> o Safeties o Pumps o Commercial Water Treatment o Controls 	Annual				X									1
Evaporative Cooler <ul style="list-style-type: none"> o Media o Pumps o Commercial Water Treatment o Controls 	Semi-Annual				X						X			2
Grounds Source Heat Pumps N/A	Semi-Annual													
Ground Source Field Trane 505.554.9574 <ul style="list-style-type: none"> o VFD o Pumps o Commercial Water Treatment o Controls 	Annual							X						1
Controls/building Automation System	Annual						X							1

Preventive Maintenance Item	PM Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Lawn Maintenance/Mowing/Edging 1 x per week recommended	Dependent on Season. Maintenance			X	X	X	X	X	X	X	X	X		91
Maintaining & Repairing Irrigation/Sprinkler System IN HOUSE	As Needed By in-house maintenance Maintenance			X	X	X	X	X	X	X	X	X		91
Trash Maintenance o Blower Maintenance	Reviewed daily cleaned as needed By in-house maintenance/custodians			X	X	X	X	X	X	X	X	X		91
Hedge & Tree Inspection & Trimming Name of Company & Number	Annually (Custodians/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Fence Maintenance	Monthly review & repair as needed. (Custodian/Maintenance)	X	X	X	X	X	X	X	X	X	X	X	X	12
Weed Treatment (as needed) Name of Company & Number	Seasonal. School Policy. (Custodian/Maintenance/Outsourced)				X	X	X	X	X	X	X	X		8
Pesticide & Fertilizer Spraying Name: NM Pest Control o Pre-treatment o Dethatching	Seasonal – Must be certified & trained to apply. (Custodian/Maintenance/Outsourced)	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining the Parking Lot	Daily/Weekly	X	X	X	X	X	X	X	X	X	X	X	X	12
Fertilizing	Quarterly			X			X				X			3
Cleaning & Trimming Walk-ways	Every 2 Weeks													12
Conducting Hazardous Tree/Hedge Inspections	Annually					X								1
Controlling/Spraying for Weeds	Semi-Annual				X				X					2
Integrated Pest Management (IPM) NM Pest Control 505.474.5972	On – Going	X	X	X	X	X	X	X	X	X	X	X	X	12
Maintaining & Repairing grounds equipment	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Replace site exterior lighting	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12
Responding to inclement weather needs	As – Needed	X	X	X	X	X	X	X	X	X	X	X	X	12

Grounds Keeping Preventive Maintenance Tasks & Frequency Inspection

Los Alamos Public Schools
Exit Sign Monthly Audit 2024/2025

Unit No.	Location/Type of Exit Sign	Illuminated	Overall Condition	Maintenance Performed
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[illegible]

Month: _____

Date: ____/____/____

Comments:

Los Alamos Public Schools Exit Sign Monthly Audit 2024/2025

Unit No.	Location/Type of Exit Sign	Illuminated	Overall Condition	Maintenance Performed
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[illegible]

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

Instructions: Inspect all exit signs throughout the building, note any failed signs on this sheet and create a work order for repair/re place.

Comment:

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	W Entrance Near IMC 200 Admin.						General Cleaning / None Necessary
2	Hallway by Rm 203						General Cleaning / None Necessary
3	Hallway by Rm A32						General Cleaning / None Necessary
4	Outside Boiler Room Hallway						General Cleaning / None Necessary
5	Inside Boiler Rm						General Cleaning / None Necessary
6	West/East Entrance Commons 200 Wing						General Cleaning / None Necessary
7	Hallway by Rm 212						General Cleaning / None Necessary
8	Hallway by Rm 219						General Cleaning / None Necessary
9	Hallway by 225 East Wing						General Cleaning / None Necessary
10	Rm 228						General Cleaning / None Necessary
11	SE Entrance of 200 East Wing						General Cleaning / None Necessary
12	Rm 101						General Cleaning / None Necessary
13	Commons 100 Wing						General Cleaning / None Necessary
14	3 in Cafeteria Kitchen						General Cleaning / None Necessary
15	Hallway by 114						General Cleaning / None Necessary
16	A105 Stairwell						General Cleaning / None Necessary
17	Rm 118						General Cleaning / None Necessary
18	Rm 111						General Cleaning / None Necessary
19	Rm 128						General Cleaning / None Necessary
20	Hallway by Rm 118						General Cleaning / None Necessary
21	Rm 302						General Cleaning / None Necessary
22	Rm 301						General Cleaning / None Necessary
23	Mechanical Rm 300 Wing						General Cleaning / None Necessary
24	Hallway by 303						General Cleaning / None Necessary
25	Hallway by 311						General Cleaning / None Necessary
26	Hallway by 315						General Cleaning / None Necessary
27							General Cleaning / None Necessary
28							General Cleaning / None Necessary
29							General Cleaning / None Necessary
30							General Cleaning / None Necessary
31							General Cleaning / None Necessary

B-Wing & DSA Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	B-Wing Entry Hallway						General Cleaning
2	Orchestra Storage						General Cleaning
3							General Cleaning
4							General Cleaning
5	DSA Conference Rm(2)						General Cleaning
6	Lobby Outside Men's Rm						General Cleaning
7	Concession						General Cleaning
8	Aud. Entry Lobby (2) North & South End						General Cleaning
9	Aud. Halfway Down North & South End of Rows						General Cleaning
10	Stage (2)						General Cleaning
11	Exit of Scene Shop						General Cleaning
12	DSA Basement						General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

LAHS C-Wing Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	<u>Location/Type of Extinguisher</u>	<u>Gauge</u>	<u>Pin</u>	<u>Hose</u>	<u>Seal</u>	<u>Tag</u>	<u>Maintenance Performed</u>
1	Hallway 120						General Cleaning
2	Across 116						General Cleaning
3	114						General Cleaning
4	Outside 102						General Cleaning
5	Upstairs Wrestling Rm						General Cleaning
6							General Cleaning
7							General Cleaning
8							General Cleaning
9							General Cleaning
10							General Cleaning
11							General Cleaning
12							General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

D-Wing LAHS Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Rm 133						General Cleaning
2	Rm 131						General Cleaning
3	2 in Rm 125 1 on loft						General Cleaning
4	Rm 121						General Cleaning
5	Rm 123						General Cleaning
6	Rm 117						General Cleaning
7	Rm 115						General Cleaning
8	Rm 107						General Cleaning
9	5 in Rm 101						General Cleaning
10	Rm 108						General Cleaning
11	Rm 114						General Cleaning
12	Rm 116						General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

LAHS E-Wing Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	TFA Office						General Cleaning
2	103						General Cleaning
3	106						General Cleaning
4	East Boiler Rm 125						General Cleaning
5	109						General Cleaning
6	111						General Cleaning
7	113						General Cleaning
8	Autoclave Rm						General Cleaning
9	115						General Cleaning
10	120						General Cleaning
11	117						General Cleaning
12	134						General Cleaning
13	136						General Cleaning
14	121						General Cleaning
15	123						General Cleaning
16	North Mech. Rm 114						General Cleaning
17	128 (2)						General Cleaning
18	Outside 119						General Cleaning
19	126						General Cleaning
20	122 (2)						General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

F-Wing/Auxiliary/Griffith/IMC LAHS Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	<u>Location/Type of Extinguisher</u>	<u>Gauge</u>	<u>Pin</u>	<u>Hose</u>	<u>Seal</u>	<u>Tag</u>	<u>Maintenance Performed</u>
1	Rm 111 F-Wing						General Cleaning
2	Rm 110 F-Wing						General Cleaning
3	Rm 106 F-Wing						General Cleaning
4	Rm 101 F-Wing						General Cleaning
5	Exit Between 110-111 F-Wing						General Cleaning
6	Aux. 100 Wing Rm 101						General Cleaning
7	Aux. Rm 232						General Cleaning
8	Aux. Rm 240						General Cleaning
9	Aux. Rm 220						General Cleaning
10	Aux. Rm 229						General Cleaning
11	Aux. Rm 404 Storage						General Cleaning
12	Griffith Rm 208						General Cleaning
13	Griffith Rm 202						General Cleaning
14	Griffith Rm 207						General Cleaning
15	Griffith Rm 217						General Cleaning
16	Griffith Rm 219						General Cleaning
17	Griffith Rm 218						General Cleaning
18	Griffith Rm B209						General Cleaning
19	Griffith Rm 301						General Cleaning
20	IMC Rm 103						General Cleaning
21	IMC Rm 107						General Cleaning
22	IMC Rm C112						General Cleaning
23	3 in IMC Rm 100						General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

Barranca Elementary Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Cafeteria Entrance						General Cleaning
2	Kitchen						General Cleaning
3	NE Hallway Near Restrooms						General Cleaning
4	Hallway Between Rm 313/315						General Cleaning
5	Hallway by Rm 320						General Cleaning
6	Hallway by 402						General Cleaning
7	Hallway Between Rm 405/407						General Cleaning
8	Rm 416						General Cleaning
9	2 in 400 Wing Entrance/End of Hallway						General Cleaning
10	Portable G Between Classrooms						General Cleaning
11	Portable H Between Classrooms						General Cleaning
12	Portable I at Entrance						General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

Chamisa Elementary Fire Extinguisher Monthly Inventory/Inspection 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Art Rm 185						General Cleaning
2	Hall by Art Rm						General Cleaning
3	Library Rm 182						General Cleaning
4	Library						General Cleaning
5	Hall by Library						General Cleaning
6	Hall by Music Room						General Cleaning
7	Kitchen 147						General Cleaning
8	Computer Rm 162						General Cleaning
9	Gym Rm 153						General Cleaning
10	Gym						General Cleaning
11	Hall by Middle Team						General Cleaning
12	Office						General Cleaning
13	Lounger Rm 113						General Cleaning
14	Hall by Primary Team						General Cleaning
15	Middle Team Rm 174						General Cleaning
16	Middle Team Rm 168						General Cleaning
17	Middle Team Rm 167						General Cleaning
18	Middle Team Rm 166						General Cleaning
19	Middle Team Rm 165						General Cleaning
20	Middle Team Rm 164						General Cleaning
21	Middle Team Rm 163						General Cleaning
22	Middle Team Rm 123						General Cleaning
23	Middle Team Rm 141						General Cleaning
24	Middle Team Rm 140						General Cleaning
25	Middle Team Rm 137						General Cleaning
26	Middle Team Rm 136						General Cleaning
27	Middle Team Rm 133						General Cleaning
28	Middle Team Rm 132						General Cleaning
29	Middle Team Rm 129						General Cleaning
30	Rm 205						General Cleaning
31	Bike Rm 207						General Cleaning

Chamisa Elementary Fire Extinguisher Monthly Inventory/Inspections 2024/2025

8.6.1 Preventive Maintenance Plan FY 24-25

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Outside 131						General Cleaning
2	Library						General Cleaning
3	Across 133						General Cleaning
4	Across 141						General Cleaning
5	Outside 145						General Cleaning
6	142						General Cleaning
7	Outside 149						General Cleaning
8	Across 153						General Cleaning
9	Outside 158						General Cleaning
10	Outside B-Rm 154						General Cleaning
11	Outside 161						General Cleaning
12	166						General Cleaning
13	Outside 165						General Cleaning
14	Outside 253						General Cleaning
15	Outside B-Rm 254						General Cleaning
16	Outside 247						General Cleaning
17	242						General Cleaning
18	Outside 249						General Cleaning
19	Outside 261						General Cleaning
20	266						General Cleaning
21	Outside 265						General Cleaning
22	115						General Cleaning
23	122						General Cleaning
24	103						General Cleaning
25	107						General Cleaning
26	302 (2)						General Cleaning
27	303						General Cleaning
28	304						General Cleaning
29	305						General Cleaning
30	306						General Cleaning
31	307						General Cleaning

LAHS Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Kitchen						General Cleaning
2	405						General Cleaning
3	402						General Cleaning
4	408						General Cleaning
5	410						General Cleaning
6	Pump House						General Cleaning
7							General Cleaning
8							General Cleaning
9							General Cleaning
10							General Cleaning
11							General Cleaning
12							General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

Aspen Fire Extinguisher Monthly Inventory/Inspections 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Entrance						General Cleaning
2	Staff Lounge						General Cleaning
3	Elev. Rm						General Cleaning
4	Dining						General Cleaning
5	Kitchen						General Cleaning
6	Outside Kitchen						General Cleaning
7	300 Hall Near B-Rm						General Cleaning
8	314						General Cleaning
9	Outside Custodial Office						General Cleaning
10	Outside 101						General Cleaning
11	Outside 107						General Cleaning
12	Library						General Cleaning
13	Outside 115						General Cleaning
14	Outside 125						General Cleaning
15	Basement						General Cleaning
16	Pump House						General Cleaning
17	Penthouse Mech. Rm						General Cleaning
18	Outside 201						General Cleaning
19	Outside 205						General Cleaning
20	Upstairs Mech. Rm						General Cleaning
21	Outside 213						General Cleaning
22	Outside 217						General Cleaning
23	Outside 221						General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

Mountain Fire Extinguisher Monthly Inventory/Inspection 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	P-2						General Cleaning
2	P-4						General Cleaning
3	P-1						General Cleaning
4	101A						General Cleaning
5	Office						General Cleaning
6	Outside 102						General Cleaning
7	Outside 104						General Cleaning
8	Outside 106						General Cleaning
9	Outside 119						General Cleaning
10	Staff Lounge						General Cleaning
11	Library						General Cleaning
12	Computer Lab (2)						General Cleaning
13	Gym						General Cleaning
14	Gym Kitchen						General Cleaning
15	401						General Cleaning
16	Outside 402						General Cleaning
17	403						General Cleaning
18	404						General Cleaning
19	Storage						General Cleaning
20	Outside 301						General Cleaning
21	Outside 304						General Cleaning
22	P-3						General Cleaning
23	201						General Cleaning
24	202						General Cleaning
25	203						General Cleaning
26	204						General Cleaning
27	205						General Cleaning
28	206						General Cleaning
29	207						General Cleaning
30	208						General Cleaning
31	209						General Cleaning

Mountain Fire Extinguisher Monthly Inventory/Inspection 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	210						General Cleaning
2	103						General Cleaning
3	100 Basement						General Cleaning
4	200 Basement						General Cleaning
5	300 Basement						General Cleaning
6	400 Basement						General Cleaning
7							General Cleaning
8							General Cleaning
9							General Cleaning
10							General Cleaning
11							General Cleaning
12							General Cleaning
13							General Cleaning
14							General Cleaning
15							General Cleaning
16							General Cleaning
17							General Cleaning
18							General Cleaning
19							General Cleaning
20							General Cleaning
21							General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

Pinon Fire Extinguisher Monthly Inventory/Inspection 2024/2025

Inspectors Name/Title: _____

Month: _____

Date: __/__/__

No.	Location/Type of Extinguisher	Gauge	Pin	Hose	Seal	Tag	Maintenance Performed
1	Office Hall (3)						General Cleaning
2	Library (2)						General Cleaning
3	Art Rm (2)						General Cleaning
4	200 Hallway						General Cleaning
5	Music						General Cleaning
6	Gym (3)						General Cleaning
7	301						General Cleaning
8	302						General Cleaning
9	401						General Cleaning
10	403						General Cleaning
11	502						General Cleaning
12	504						General Cleaning
13	506						General Cleaning
14	100 Hallway (2)						General Cleaning
15	600 Hallway (2)						General Cleaning
16	Small Shed						General Cleaning
17	Big Shed						General Cleaning
18	Workroom						General Cleaning
19	Boiler Rm						General Cleaning
20	Stage						General Cleaning
21	Kitchen						General Cleaning
22							General Cleaning
23							General Cleaning
24							General Cleaning
25							General Cleaning
26							General Cleaning
27							General Cleaning
28							General Cleaning
29							General Cleaning
30							General Cleaning
31							General Cleaning

School Name: _____

Address: _____

Capital Items to Consider for 2022/2023/2024/2025

<u>Capital Project/Item Name</u>	<u>Priority A, B, C, or D</u> <u>See Instructions</u>	<u>Quotes Obtained</u>	<u>Justification</u>	<u>Plan of Correction/Project</u> <u>Status</u>
Note: this data (equipment life cycle) can be determined in the FIMS Program once the programs are being utilized effectively.				
1.ASPEN GYM AIR HANDLER	Priority A B C D	\$150K	<u>25YEARS /LIFE CYCLE</u>	
2.BARRANCA LANDSCAPE	Priority A B C D	<u>\$6M</u>	<u>NOT INC IN CONST</u>	<u>COMPLETE</u>
3.MOUNTAIN PORTABLE HVAC	Priority A B C D	<u>\$60K</u>	<u>LIFE CYCLE</u>	<u>COMPLETE</u>
4.MOUNTAIN EROSION CONTROL	Priority A B C D	<u>\$60K</u>	<u>SAFETY</u>	
5.MOUNTAIN INTRUSION ALARM	Priority A B C D	<u>\$50K</u>	<u>SAFETY</u>	
6.LAMS GYM AIR HANDLER	Priority A B C D	<u>\$322K</u>	<u>LIFE CYCLE</u>	
7.LAMS WOOD SHOP HVAC	Priority A B C D	<u>\$150K</u>	<u>LIFE CYCLE</u>	
8.LAMS WEIGHT ROOM HVAC	Priority A B C D	<u>\$54K</u>	<u>LIFE CYCLE</u>	
9.LAMS GYM ROOF	Priority A B C D	<u>\$300K</u>	<u>LIFE CYCLE</u>	
10.LAMS LOCKER REMODEL	Priority A B C D	<u>\$400K</u>	<u>LIFE CYCLE</u>	
11.LAMS SYNTHETIC FIELD	Priority A B C D	<u>\$805K</u>	<u>LIFE CYCLE</u>	
12.LAMS TRACK	Priority A B C D	<u>NA</u>	<u>LIFE CYCLE</u>	<u>IN PROGRESS</u>
13.LAHS E WING HVAC	Priority A B C D	<u>\$745K</u>	<u>LIFE CYCLE</u>	
14.LAHS D WING HVAC	Priority A B C D	<u>\$74K</u>	<u>LIFE CYCLE</u>	
15.LAHS F WING HVAC	Priority A B C D	<u>\$67K</u>	<u>LIFE CYCLE</u>	
16.LAHS D WING ROOF	Priority A B C D	<u>\$300K</u>	<u>LIFE CYCLE</u>	
17.LAHS DSA LANDSCAPE	Priority A B C D	<u>\$45K</u>	<u>SAFETY</u>	
18.LAHS AUX GYM REMODEL	Priority A B C D	<u>\$700K-\$900K</u>	<u>SAFETY</u>	
19.LAHS SYNTHETIC FIELD	Priority A B C D	<u>\$777K</u>	<u>LIFE CYCLE</u>	<u>COMPLETE</u>
20.LAHS TRACK	Priority A B C D	<u>NA</u>	<u>LIFE CYCLE</u>	<u>COMPLETE</u>
21.LAHS GYM BLEACHERS BALCONY	Priority A B C D	<u>\$297K</u>	<u>LIFE CYCLE</u>	<u>COMPLETE</u>
22.LAHS SCOREBOARD	Priority A B C D	<u>\$425K</u>	<u>NOT OPERATIONAL</u>	<u>COMPLETE</u>
23.	Priority A B C D			
24.	Priority A B C D			
25.	Priority A B C D			
26.	Priority A B C D			
27.	Priority A B C D			
28.	Priority A B C D			

29.	Priority A B C D			
30.	Priority A B C D			
31.	Priority A B C D			
32.	Priority A B C D			
33.	Priority A B C D			
34.	Priority A B C D			
35.	Priority A B C D			
36.	Priority A B C D			
37.	Priority A B C D			
38.	Priority A B C D			

Fire Extinguisher Inspection & Maintenance

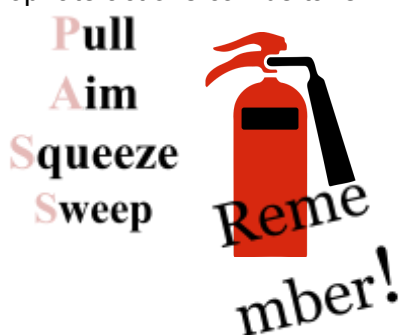


Check these details during monthly fire extinguisher inspections.

- ❖ **Note:** If you use an extinguisher, even one time, it **MUST** be removed and serviced.
- ❖ Know the locations of all fire extinguishers through your inventory and develop a floor plan of all locations.
- ❖ Confirm extinguishers are visible, unobstructed, and properly installed/mounted in their designated location.
- ❖ Verify the locking pins are intact and that the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, defects, leakage, or obstructed/clogged nozzle.
- ❖ Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure that it is full.
- ❖ Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor/vendor must have inspected the device within the last 12 months).
- ❖ Wipe down dust and debris from the device and/or clean out the storage container.
- ❖ Initial and date the back/front of the tag.
- ❖ Report expired service tags and missing, damaged, or used extinguishers immediately through your facility's work order system.

Situations that would require help or cannot be easily remedied should be reported as soon as possible to the maintenance department so assistance can be provided including a replacement device.

Situations that you feel constitute an **imminent danger** to users need to be immediately reported to maintenance and/or to the school's principal so appropriate actions can be taken.



Public School Maintenance and Operations Resources in New Mexico

Public Facilities Authority (NMPFA) – the PSFA serves as staff to the Public School Capital Outlay Council (PSCOC) and assists NM school districts in the planning, construction, maintenance, and broadband of their facilities. The PSFA comprises the following groups: Planning, Construction, Maintenance, and Broadband.

The Facility Maintenance Group provides consultative services to assist NM school districts in establishing and optimizing their maintenance programs from planning to facility assessments through a formal best practice and performance-measured infrastructure. This group focuses on preventive maintenance strategies to extend the life of the facilities and their systems. The goal is to assess local facility management challenges, and develop realistic solutions for operational cost reductions and improve efficiencies while providing safe, healthy, and reliable environments in support of the state's educational process.

For more information: www.nmpsfa.org, or call the Albuquerque Field Office at 505.843.6272

FIMS – The State of New Mexico provides a computerized Maintenance Management software product (commonly referred to as FIMS – Facility Information Management System) to assist in managing work orders and data collection of energy use towards the development of energy management programs. Many districts have used these tools to schedule reactive and preventive maintenance tasks, collect costs, and create reports to drive driven solutions in maintenance for continual performance improvement. FIMS provider (**Dude Solutions**) As part of the annual subscription to Maintenance Direct, Preventive Maintenance Direct, and Utility Direct the districts have access to unlimited online training from the Dude Solutions training team.

For more information: NM districts can schedule these trainings at their leisure by contacting the Dude Solutions Client Services Training Coordinators at 1.877.868.3833 or the NMPSFA Maintenance Group at 505.832.6272

New Mexico Public Facility Managers Association (NMPFMA): The New Mexico Public Facility Managers Association, officially organized in October 2017, strives to lead the New Mexico maintenance and operations profession. The group is run by NM public school facility managers. The NMPFMA is governed by a 17 member board, four officers, eight regional representatives, and five ex-officio members. The NMPFMA's purpose is to assist facilities management personnel in effecting the best possible programs for construction, operation, and maintenance of physical property and equipment at facilities and public buildings throughout the State of New Mexico by encouraging and facilitating:

- ❖ The development and implementation of training and professional development programs designed to improve the management, supervisory and technical knowledge, skills, and abilities of its members and their staff.
- ❖ The development and promotion of programs for research, improved operational efficiency, preventive maintenance, product testing and evaluation, and improved standards of instruction.
- ❖ The exchange of ideas, experiences, and mutual cooperation between facilities management personnel and representatives of various agencies and others whose responsibilities include in part the planning, construction, maintenance, and/or operation of physical property and equipment of facilities or public buildings throughout the State of New Mexico.
- ❖ Establishing positive, professional relationships with Superintendents, legislative representatives, and other community leaders in order to promote the value of effective construction and maintenance of facilities as an educational and community asset.
- ❖ **Executive members include** NM Cooperative Educational Services (CES), NM Public School Insurance Authority (NMPSIA), and the Public School Facilities Authority.

For more information: Bill Lewis, President, NMPFMA 575.739.2248

New Mexico Facility Managers Operational Staff Certificate Program: The New Mexico Facility Manager and Operational Staff Certificate Program has been developed through the collaboration of several state entities and school districts. A Certificate of Completion is the preferred end; however, individuals may take selected courses without obtaining a Certificate of Completion. Any level of participation will enhance one's knowledge base. Those completing the Certificate Program requirements will be recognized at the NM CES Fall Faculty Managers Conference.

For more information: www.ces.org

Ben Lujan Maintenance Awards – NM Public Schools maintenance and operations programs are critical to maintaining safe, secure, and quality working environments conducive to a quality educational environment. Through prioritized capital renewal programs, NM has invested billions into the public school infrastructure to improve the environment. Day to day, school district facility professionals are tasked with creating realistic solutions. Public School facilities staff serve many roles, which is challenging and demanding in itself. The NM Ben Lujan Maintenance Awards have been created to recognize individuals who provide above-and-beyond service to their school facilities, staff, students, teachers, and communities. The individuals and teams are recognized as going the extra mile to ensure facilities are maintained supporting the educational environment. Announcements and qualifications for the awards are sent out statewide in August with the final awards presented annually at the Fall Facility Managers Conference in a luncheon ceremony.

For more information: Contact the NMPSTA maintenance group at 505.843.6272

Construction Industry Division (CID) – Anyone engaged in construction-related contracting in NM must be licensed. This includes general construction work, electrical, mechanical, plumbing, and LP gas. The activities that are considered to be contracting in NM are defined in the Construction Industries Licensing Act, NMSA 14.5.2 and NMAC 14.6.4, 1978.

For more information: NM Public School Insurance Authority: In Progress

The Facility Management Definitions and Acronym Guide

NM Public School Facilities Authority – Maintenance Division 2022/2023

- ❖ **AC – Air Conditioner:** a machine that conditions and cools the air, then recirculates it throughout a room.
- ❖ **A/C – Alternating Current:** an electrical current that can reverse its direction.
- ❖ **AEC – Architecture, Engineering, and Construction:** shorthand for groups commonly involved in the drafting and design process before and during facility construction.
- ❖ **AED – Automated External Defibrillator:** a portable electronic device that delivers a life-saving electric shock in an emergency situation.
- ❖ **AHERA – Asbestos Hazard Emergency Response Act:** an EPA ruling that aims to regulate how asbestos is maintained in schools.
- ❖ **AHU – Air Handling Unit:** an asset that circulates air in an HVAC system.
- ❖ **AMP – Ampere:** a unit used when measuring electrical currents.
- ❖ **APPA – Association of Physical Plant Administrators (formerly):** APPA used to stand for the Association of Physical Plant Administrations in the late 1960s through the early 1990s. Today, the association is known as APPA: Leadership in Educational Facilities, and is most easily recognized and referred to as simply “APPA”.

- ❖ **ASHRAE – American Society of Heating, Refrigerating, and Air-Conditioning Engineers:** ASHRAE, founded in 1894, is a global society advancing human well-being through sustainable technology for the built environment. The Society and its members focus on building systems, energy efficiency, indoor air quality refrigeration, and sustainability within the industry.
- ❖ **Asset:** an entity with monetary value. In maintenance contact, an asset is commonly considered to be any component of a plant or its equipment. For example, compressors, gearboxes, etc. a motor is also an asset as it is a component of a larger manufacturing unit.
- ❖ **Backlog:** work which has not been completed by the nominated 'required by date'. The period for which each Work Order is overdue is defined as the difference between the current date and the 'required by date'. All work for which no 'required by' date has been specified is generally included on the backlog. Backlog is generally measured in "crew-weeks", that is, the total number of labor hours represented by the work on the backlog, divided by the number of labor hours available to be worked in an average week by the work crew responsible for completing the work. As such, it is one of the common Key Performance Indicators used in maintenance.
- ❖ **Benchmarking:** the process of comparing performance with other organizations, identifying comparatively high-performance organizations, and learning what it is they do that allows them to achieve that high level of performance.
- ❖ **Building System:** a set of interacting parts that make up a single, non-portable or fixed component of a facility and that, together with other building systems, make up an entire integrated facility or property. Examples of building systems include the foundation, facility shell, roofing electrical distribution, electronic communication, plumbing, lighting, mechanical, fire prevention, interior finished, life health, safety, heating, ventilation, and air conditioning systems.
- ❖ **BAS – Building Automation System:** an electronic system that manages HVAC, lighting, fire safety, and any other electrical assets in a facility.
- ❖ **BIM – Building Information Modeling:** a process through which buildings are 3D modeled with easily – editable 'smart objects' that represent HVAC, Electrical Systems, Lighting, Mechanical Assets, etc., which allows AEC professionals to gather sophisticated data about how a facility will function before it's built.
- ❖ **BOMA – Building Owners and Managers Association:** founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10.5 billion square feet of U.S office space that supports 1.7 million jobs and contributes \$234.9 billion to the U.S. GDP. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence, and knowledge.
- ❖ **CAD – Computer-Aided Design:** the process of creating technical drawings via computer software.
- ❖ **CAFM – Computer-Aided Facility Management:** supplement facility management with software, usually through file organization or work order scheduling.
- ❖ **CAV – Constant Air Volume (box):** a simple component of an HVAC System that supplies air at a

constant volume and variable temperature.

- ❖ **CMMS – Computerized Maintenance Management System/Software:** software to assist with the effective and efficient management of maintenance activities that analyzes and collects actionable facility data which teams can use to more effectively manage assets and perform maintenance and cleaning tasks. It generally includes elements such as a computerized Work Order system, as well as functions for scheduling Routine, Preventive Maintenance, and custodial tasks. See FIMS.
- ❖ **Component:** a subassembly of an Asset, usually removable in one piece and interchangeable with other, standard components (e.g. truck engine).
- ❖ **Craftsperson:** alternative to Tradesperson. A skilled maintenance worker who has typically been formally trained through an apprenticeship program.
- ❖ **Current Replacement Value (CRV):** the total expenditure in current dollars required to replace any facility, inclusive of construction costs, design costs, project management costs, and project administrative costs.
- ❖ **CX – Commissioning:** the process through which the subsystems in new construction are verified to be in compliance with the standards set by the building owner.
- ❖ **D/C – Direct Current:** a simple electrical current that flows in one direction (e.g., a battery)
- ❖ **Deferred Maintenance:** Maintenance activities that were not performed when they should have been or were scheduled to be and which, therefore, are put off or delayed for a future period.
- ❖ **Downtime:** the time that an item of equipment is out of service, as a result of equipment Failure.
- ❖ **Emergency Maintenance Task:** a maintenance task carried out in order to avert an immediate safety or environmental hazard, or to correct a Failure with significant economic impact.
- ❖ **Equipment Life:** span of time over which equipment is expected to fulfill its intended purpose.
- ❖ **Equipment Maintenance Strategies:** the choice of Routine Maintenance Tasks and the timing of those tasks, designed to ensure that an item of equipment continues to fulfill its intended functions.
- ❖ **Estimated Plant Replacement Value:** the estimated cost of capital works required to replace all the existing assets with new assets capable of producing the same quantity and quality of output. This is a key value often used in benchmarking activities. See CRV.
- ❖ **EAM – Enterprise Asset Management:** management of physical assets in a building to ensure optimal use/lifecycle.

- ❖ **ECM – Energy Conservation Measure:** any process implemented with the goal of reducing energy consumption.
- ❖ **EOD – End of Day:** common work order deadline
- ❖ **EOW – End of Week:** common work order deadline
- ❖ **EUI – Energy Use Intensity/Index:** a calculation of energy use per square foot in a facility. See Portfolio Manager.
- ❖ **FMAR – Facility Maintenance Assessment Report:** an assessment tool used by the Public Schools Facility Authority (PSFA) to evaluate NM school facility's conditions/appearance and determine and verify the implementation level of the entire maintenance management program.
- ❖ **FMP – Facility Master Plan:** a document that describes the schools' overall physical development concept through maps and narrative that provides an avenue for consensus of the community, facility users, and governance. It also provides a long-term strategy to achieve educational goals and ensure continuity within changes in governance (PSFA).
- ❖ **FIMS – Facility Information Management System:** in general, a Computerized Maintenance Management Software System. See CMMS.
 - **Maintenance Direct:** a Dude Solutions module that documents and manages the entire reactive maintenance work order process from request to completion, including expenditures, and provides for data analysis and reports.
 - **Preventive Maintenance Direct:** a Dude Solution module that assists in creating, scheduling, assigning, and managing recurring preventive maintenance tasks for district facility equipment. This module documents and manages the entire preventive reactive maintenance work order process from request to completion, including expenditures, and provides for data analysis and reports.
 - **Utility Direct:** a Dude Solutions module used to track and analyze utility consumption and costs to identify savings opportunities leading to the development or enhancement of effective energy management programs.
- ❖ **Failure:** an item of equipment has suffered a failure when it is no longer capable of fulfilling one or more of its intended functions. Note that an item does not need to be completely unable to function to have suffered a failure. For example, a pump that is still operating, but is not capable of pumping the required flow rate, has failed.
- ❖ **Function:** the definition of what we want an item of equipment to do, and the level of performance which the users of the equipment require when it does it. Note: an item of equipment can have many functions, commonly split into Primary and Secondary Functions. Note also that the level of performance specified is that required by the users of the equipment, which may be quite different to the original design, or maximum, performance capability for the equipment.
- ❖ **FCA – Facility Condition Assessment:** a process through which a group of trained professionals assesses the overall status of a facility to identify educational and/or system deficiencies.

- ❖ **FCI – Facility Condition Index:** the ratio of needed repairs, including life cycle renewal requirements, divided by the replacement value.
- ❖ **FM – Facility Management:** a discipline that spans many different trades with the overarching goal of supplying support to and ensuring efficient operation of buildings, assets, grounds, and transportation.
- ❖ **FMS – Facility Management Software:** software designed to automate, simplify, and otherwise boost the efficiency of facility management teams. See also CMMS/FIMS
- ❖ **GSF – Gross Square Footage:** all enclosed space a facility takes up, as measured from the exterior wall.
- ❖ **HVAC – Heating, Ventilation, & Air Conditioning:** trades/assets that pertain to temperature control and air circulation.
- ❖ **HVACR – Heating, Ventilation, Air Condition, & Refrigeration:** See HVAC
- ❖ **IFMA – International Facilities Management Association:** founded in 1980, IFMA is the world's largest and most widely recognized international association for facility management professionals, supporting 24,000 members in more than 100 countries.
- ❖ **Inspection:** systematic, scheduled observation, and detection of incipient failures either before they occur or before they develop into major defects. The inspection should help determine the condition of the equipment and the tools, materials, equipment, and resources needed to repair the equipment. Regular inspection results in effective measurement and reporting on the entire facility infrastructure including facility spaces, building systems, and grounds.
- ❖ **KPI – Key Performance Indicator:** a numerical metric used to measure the success of an activity.
- ❖ **LEED – Leadership in Energy & Environmental Design:** a certification for buildings that have met certain standards of sustainability in design and operation, as designated by the U.S. Green Building Council (USGBC).
- ❖ **Life:** that strange experience you have all day, every day. In a maintenance context, you may want to look at Equipment Life.
- ❖ **LCCA – Life Cycle Cost Analysis:** an analytical technique to evaluate the economic impact of project alternatives over a given analysis period.
- ❖ **Maintainability:** the ease and speed with which any maintenance activity can be carried out on an item of equipment. May be measured by Mean Time to Repair. It is a function of equipment design and maintenance task design (including the use of appropriate tools, jigs, work platforms, staffing, etc.).

- ❖ **Maintenance:** an activity carried out on an Asset in order to ensure that the asset continues to perform its intended functions, or to repair the equipment. Note that modifications are not maintenance, even though they may be carried out by maintenance personnel.
- ❖ **Maintenance Policy:** a statement of principle used to guide Maintenance Management decision-making.
- ❖ **Maintenance Schedule:** a list of pre-determined Planned Maintenance tasks to be performed during a given time period, together with the expected start times and durations of each of these tasks. Schedules can apply to different time periods (i.e. daily schedule, weekly schedule, etc.)
- ❖ **Maintenance Strategy:** a long-term plan, covering all aspects of maintenance management which sets the direction for maintenance management, and contains firm action plans for achieving a desired future state for the maintenance function.
- ❖ **M₃ – Meaningful Maintenance Metrics:** a monthly maintenance report developed from data directly out of the district's FIMS account used to communicate monthly performance activities through KPIs in the district's maintenance programs.
- ❖ **Modification:** any activity carried out by an asset that increased the capability of that asset to perform its required functions.
- ❖ **M&O – Maintenance & Operations:** maintenance and repair of assets and infrastructure.
- ❖ **MEPFP – Mechanical, Electrical, Plumbing, Fire Protection (assets):** an umbrella term for assets in a facility.
- ❖ **MRO – Maintenance, Repair, & Operations:** See M&O.
- ❖ **No Scheduled Maintenance:** an equipment maintenance strategy, where no routine maintenance tasks are performed on the equipment. The only maintenance performed on the equipment is Corrective Maintenance, and then only after the equipment has suffered a failure. Also described as a Run to Failure strategy.
- ❖ **Non – Routine Maintenance:** any maintenance task which is not performed at a regular, predetermined frequency.
- ❖ **NASF – Net Assignable Square Feet:** net square feet minus areas that cannot be repurposed or used for programmatic purposes (corridors, restrooms, etc.).
- ❖ **NCSF – Net Cleanable Square Feet:** net square feet minus non-cleanable spaces (mechanical rooms, equipment sheds, etc.).

- ❖ **NFPA – National Fire Protection Association:** NEPA delivers information and knowledge through more than 300 consensus codes and standards, research, training, education, outreach, and advocacy; and by partnering with others who share an interest in furthering our mission. NFPA membership totals more than 50,000 individuals around the world.
- ❖ **NSF –Net Square Feet:** the sum area of all individual enclosed spaces in a facility, as measured from their interior walls.
- ❖ **Operating Hours:** the length of time that an item of equipment is actually operating.
- ❖ **Outage:** a term used in some industries (notably power generation) which is equivalent to an outage.
- ❖ **OEM – Original Equipment Manufacturer:** a manufacturer of a component or subcomponent in a larger system sold by a different manufacturer.
- ❖ **OSHA – Occupational Safety & Health Administration:** with the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.
- ❖ **OTF – Operated to Failure:** a process by which an asset is purposely run without maintenance until it fails, occurs when maintenance cost outweighs replacement cost. See also Run to Failure.
- ❖ **Planned Maintenance:** any maintenance activity for which a predetermined job procedure has been documented, for which all labor, materials, tools, and equipment required to carry out the task have been estimated, and their availability assured before the commencement of the task.
- ❖ **PM – Preventive Maintenance Plan:** a structured document that describes the management of all activities that determine the maintenance objectives, responsibilities, and processes such as; work orders, PM (Preventive Maintenance) initiatives, contractor oversight, facility equipment inventor, and provides inputs to the FMP as capital needs are identified in the field on a real-time basis. Improvements and change are continual and encompass methods in the organization, including economic, environmental, and safety & security aspects.
- ❖ **Predictive Maintenance:** an equipment maintenance strategy based on replacing, overhauling, or remanufacturing an item at a fixed interval, regardless of its condition at the time. Scheduled Restoration tasks and Scheduled Discard tasks are both examples of Preventive Maintenance tasks.

Or, a process based on preventing unexpected events from occurring, by providing care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures.
- ❖ **Primary Function:** The primary functionally required of an asset – the reason the asset was acquired. For example, it is likely that the primary function of a pump is to pump a specified liquid at a specified rate against a specified head of pressure.

- ❖ **Priority:** the relative importance of a task in relation to other tasks. Used in scheduling work orders.
- ❖ **Proactive Maintenance:** any tasks used to predict or prevent equipment failures.
- ❖ **Protective Device:** devices and assets intended to eliminate or reduce the consequences of equipment failure. Some examples include standby plants and equipment, emergency systems, safety valves, alarms, trip devices, and guards.
- ❖ **Purchase Requisition:** the prime document raised by user departments authorizing the purchase of specific materials, parts, supplies, equipment, or services from external suppliers.
- ❖ **Purchase Order:** the prime document raised by an organization, and issued to an external supplier, ordering specific materials, parts, supplies, equipment, or services.
- ❖ **PDU – Power Distribution Unit:** a device with multiple outputs that supply power to other assets.
- ❖ **PM – Preventive Maintenance:** scheduled maintenance tasks meant to preempt equipment failures and ensure optimal performance through the recommended life cycle of equipment and beyond
- ❖ **PM – Cost Ratio (KPI):** the percentage rate of preventive maintenance costs versus the totals expended on all work orders.
- ❖ **PM – Completion Rate (KPI):** the percentage rate of closed preventive maintenance (PM) work orders versus the number of generated PM work orders.
- ❖ **Repair:** any activity which returns the capability of an asset that has failed to a level of performance equal to, or greater than, that specified by its Function, but not greater than its original maximum capability. An activity that increases the maximum capability of an asset is a modification.
- ❖ **Restoration:** any activity which returns the capability of an asset that has not failed to a level of performance equal to, or greater than, that specified by its functions, but not greater than its original maximum capability. Not to be confused with a modification or a repair.
- ❖ **Risk:** the potential for the realization of the unwanted, negative consequences of an event. The product of conditional probability of an event, and the event outcomes.
- ❖ **Routine Maintenance Task:** any maintenance task that is performed at a regular, predefined interval.
- ❖ **RTF – Run to Failure: no scheduled maintenance –** an Equipment Maintenance strategy, where no routine is performed on the equipment. The only maintenance performed on the equipment is Corrective Maintenance, and then only after the equipment has suffered a failure. Also described as a No Scheduled Maintenance Strategy.

- ❖ **RC_x – Retro-Commissioning:** commissioning an existing building; an evaluation of a building's current systems with the purpose of identifying areas for improvement.
- ❖ **ROI – Return on Investment:** a term that represents the benefit received from an initial investment.
- ❖ **RTU – Rooftop Packaged Unit:** a large air handler on a roof.
- ❖ **Safety Consequences:** a failure has safety consequences if it causes a loss of function or other damage that could injure or seriously harm someone.
- ❖ **Schedule Compliance:** one of the Key Performance Indicators often used to monitor and control maintenance. It is defined as the number of Scheduled Work Orders completed in a given time period (normally one week), divided by the total number of Scheduled Work Orders that should have been completed during that period, according to the approved Maintenance Schedule for that period. It is normally expressed as a percentage, and will always be less than or equal to 100%. The closer to 100%, the better performance for that time period.
- ❖ **Scheduled Maintenance:** any maintenance work that has been planned and included on an approved Maintenance Schedule.
- ❖ **Scheduled Discard Task:** a maintenance task to replace a component with a new component at a specified, predetermined frequency, regardless of the condition of the component at the time of its replacement. An example would be the routine replacement of the oil filter on a motor vehicle every 6,000 miles. The frequency with which a Scheduled Discard task should be performed is determined by the Useful Life of the component.
- ❖ **Scheduled Restoration Task:** a maintenance task to restore a component at a specified, predetermined frequency, regardless of the condition of the component at the time of its replacement. An example would be the routine being performed is determined by the Useful Life of the component.
- ❖ **Shutdown:** that period of time when equipment is out of service.
- ❖ **Support Services:**
- ❖ **Support Services Work Order:** work requested by teachers and principals for setting up for special activities and events, ordering and delivering supplies, moving, setting up, and storing PE equipment.
- ❖ **SOP – Standard Operating Procedures:** step-by-step instructions that help someone complete a complex task.
- ❖ **SRP – Service Request Portal:** a software feature that allows users to send requests electronically.
- ❖ **TVSS – Transient Voltage Surge Suppressor:** a device that protects electrical components from blowing out in the event of a power spike.

- ❖ **Tradesperson:** an alternative to craftsman. A skilled maintenance worker who has typically been formally trained through an apprenticeship program.
- ❖ **Transaction Rate (KPI):** the percent rate of costs recorded for completed work orders on transactions, labor, and contract costs.
- ❖ **Unplanned Maintenance:** any maintenance activity for which a predetermined job procedure has not been documented, or for which all labor, materials, tools, and equipment required to carry out the task that has been estimated, and their availability assured before commencement of the task.
- ❖ **Unscheduled Maintenance:** any maintenance work that has not been included on an approved Maintenance Schedule prior to its commencement.
- ❖ **Uptime:** strangely enough, the opposite of Downtime. It is defined as the time that an item of equipment is in service and operating.
- ❖ **Useful Life:** the maximum length of time that a component can be left in service before it will start to experience a rapidly increasing probability of failure. The Useful Life determines the frequency with which a Scheduled Restoration or a Scheduled Discard Task should be performed. Note that for the concept of the Useful Life of a component to hold true, components must, at some consistent point in time, experience a rapidly increasing probability
- ❖ **UL – Underwriters Laboratories:** UL certifies, validates, tests, verifies, inspects, audits, advises, and educates. They provide the knowledge and expertise to help navigate growing complexities across the supply chain from compliance and regulatory issues to trade challenges and market access.
- ❖ **UPS – Uninterruptible Power System:** a source that delivers power to electrical components (usually computers) in the event of power main failure.
- ❖ **USGBC – U.S. Green Building Council:** the U.S. Green Building Council (USGBC) is committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings.
- ❖ **UV – Unit Ventilator:** a single heating/cooling unit provides temperature control and air circulation to individual rooms.
- ❖ **VAV – Variable Air Volume:** a component in an HVAC system that provides air at a variable volume but constant temperature.
- ❖ **VFD – Variable Frequency Drive:** a component in an HVAC system that varies A/C motor speed.
- ❖ **VUV – Vertical Unit Ventilator:** See Unit Ventilator

- ❖ **Work Order:** the prime document used by the maintenance function to manage maintenance tasks. It may include such information as a description of the work required, the task priority, the job procedure to be followed, the parts, materials, tools, and equipment required to complete the job, the labor hours, costs, and materials consumed in completing the task, as well as key information on failures causes, what work was performed, etc.
- ❖ **Work Order Categories:**
 - **Corrective Work Order:** a maintenance activity which is required to correct a failure that has occurred or is in the process of occurring. This activity may consist of repair restoration or replacement of a building system component or part and includes regularly scheduled “automatic” Preventive Maintenance tasks.
 - **Emergency Work Order:** Maintenance work that requires immediate response from maintenance staff. Its urgency is usually associated with safety, operational health, or environmental effects.
 - **Building Systems Renewal:** the collective components of a building system have failed to the point that effective normal maintenance either is not cost-effective or practical. These work orders should be documented and identified as beyond maintenance and should be integrated into the FMP for prioritization and completion.
 - **Preventive Work Order:** a work order that is generated on a fixed interval to inspect and replace components of the equipment regardless of condition. Its purpose is to keep the equipment running to its optimum efficiency and reach its planned operating life without failure.
- ❖ **Work Request:** the prime document raised by user departments requesting the initiation of a maintenance task. This is usually converted to a work order after the work request has been authorized for completion.
- ❖ **Workload:** the number of labor hours required to carry out specified maintenance tasks.
- ❖ **WO – Work Order:** an electronic or paper form that outlines services that need to be performed.
- ❖ **Work Order Backlog Rate:** the number of open work orders versus the number of closed work orders. This metric is an indicator of maintenance response times.
- ❖ **YTD – Year to Date (KPI):** commonly used time frame when monitoring performance metrics.