Preventative Maintenance Plan 2025/2026

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Los Alamos Public School District Preventative Maintenance Plan
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EXECUTIVE SUMMARY

The Los Alamos Public Schools (LAPS) Preventive Maintenance Plan (PMP) establishes a comprehensive framework to maintain safe, functional, and efficient learning environments across all district facilities. The plan is aligned with state adequacy standards and emphasizes safety, reliability, and sustainability while optimizing the use of district resources.

PURPOSE & MISSION

The PMP ensures all facilities, equipment, and systems are proactively maintained to extend service life, reduce unplanned failures, and support student success. Safety of students, staff, and visitors remains the district's top priority

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STRATEGIC OBJECTIVES

- Maintain utility systems and equipment at peak performance
- Deploy financial, material, and staffing resources effectively.
- Use data-driven tools (FIMS/Brightly) to schedule, track, and analyze maintenance activities.
- Reduce downtime and unexpected costs through preventive strategies.
- Support sustainability by integrating energy-efficient practices and environmental stewardship.

KEY ACCOMPLISHMENTS (2024–2025)

- Update PMP to best-practices
- Sustained a 90% preventive maintenance completion rate.
- Implemented a Professional Development Plan for operations staff.
- Completed major projects: HVAC upgrades, asphalt repairs, roof projects, and construction at multiple school sites.
- Partnered with NMDOT to improve infrastructure.

2025–2026 PRIORITIES

- Transition to Brightly Asset Essential for improved work order and PM tracking.
- Upgrade district lighting to energy-efficient LED systems.
- Enhance emergency preparedness with updated evacuation maps and training.
- Develop succession and cross-training plans for operations staff.
- Establish recurring painting schedules for school interiors and exteriors.
- Expand professional development in safety, building automation, and compliance.

OVERSIGHT & REVIEW

The Facilities Director oversees PMP implementation, with annual evaluations and updates provided to district leadership. Adjustments are made promptly to meet state, federal, and local requirements.

COMMITMENT

Through this plan, Los Alamos Public Schools reaffirms its commitment to maintaining high-quality facilities that ensure safety, efficiency, and long-term sustainability—directly supporting the district's educational mission.

Preventative Maintenance Program Overview

Policy #1.0

INTRODUCTION

The superintendent is responsible for planning, developing, and maintaining school facilities, grounds, and programs, with student and employee safety as a top priority. They will also advise the board on funding sources and balances, including operational funds, bond issues, and applicable state or federal procurement methods.

Together, the Superintendent, Assistant Superintendent for Operations and the Director of Facilities will ensure that all district facilities and grounds are safe, clean, and well-maintained. They will keep the board of education informed about both short-term and long-term facility needs, including capital projects and improvements, and will establish and regularly review a program to provide effective security for district property, protecting against vandalism and other threats.

Employees, students, and community members are encouraged to remain safety-conscious and share recommendations to improve district safety practices.

PURPOSE/MISSION

The Los Alamos Public Schools Preventive Maintenance Program is designed to ensure that all district facilities consistently meet or exceed statewide adequacy standards while providing safe, functional, and enduring environments that foster student achievement and well-being.

The Program establishes systematic, data-driven methods to manage, preserve, and extend the service life of facility equipment, systems, and components, ensuring they continue to meet the evolving needs of students, staff, and the community. It further incorporates procedures that uphold compliance with state statutes and regulatory guidelines while promoting the responsible stewardship of financial and operational resources.

All revisions to preventive maintenance procedures or program guidelines shall be subject to formal review and approval by the Director of Facilities or an authorized designee, thereby maintaining accountability, consistency, and alignment with district strategic goals.

Preventative Maintenance Program Overview

Policy #1.0

DESCRIPTION

The Preventive Maintenance Plan serves as the foundation for effectively managing facility maintenance operations. It equips the maintenance organization with the tools and processes needed to plan, acquire, organize, direct, control, and evaluate the use of manpower and material resources—whether already expended or planned—in support of the district's mission and maintenance objectives. For the program to succeed, district leadership, maintenance supervisors, and maintenance personnel must all recognize its importance and understand their respective roles. Their active engagement is essential to sustaining the reliability of critical systems and building components at their intended performance levels.

POLICY

Los Alamos Public Schools has established a comprehensive Preventive Maintenance Plan to ensure that all facilities, mechanical systems, and equipment are properly maintained for safe, efficient, and comfortable operation. This plan outlines the district's approach to routine, scheduled maintenance that supports a safe learning and working environment for students, staff, visitors, and guests.

The district implements this plan through the Facilities Information Management System (FIMS), powered by Brightly software, including MaintenanceDirect and PreventiveMaintenanceDirect This system supports a structured maintenance program based on detailed equipment inventories and customized preventive maintenance schedules.

Los Alamos Public Schools will evaluate its Preventive Maintenance Plan annually to ensure effectiveness. The Director of Facilities (or designee) prepares the evaluation, which is reviewed, revised, and submitted for district approval. Upon approval, the Preventive Maintenance Plan will be uploaded to the district website to ensure accessibility.

In the event that changes are required by local, state, or federal regulations, immediate implementation shall occur. In such cases, a memorandum outlining the change will be provided to all leadership and staff affected.

OBJECTIVES

The Preventive Maintenance Program is designed to maximize equipment reliability while ensuring the efficient and responsible use of resources. By establishing clear standards, leveraging data, and promoting a culture of quality and safety, the program delivers both operational excellence and cost efficiency.

Preventative Maintenance Program Overview

Policy #1.0

Strategic Objectives

- Maintain utility systems and equipment at peak performance through proactive maintenance.
- Implement formal criteria to ensure consistency and measurable results.
- Deploy manpower, materials, and financial resources effectively.
- Analyze maintenance data to improve processes and optimize equipment design.
- Provide structured reporting of building and system modifications.
- Reduce unplanned failures and material damage through effective preventive strategies.
- Enable seamless scheduling, planning, and tracking of maintenance activities.
- Reinforce policies and practices that support a safe, reliable, and performance-driven environment.

SCOPE

It is the commitment of the Los Alamos Public Schools to establish and maintain a comprehensive preventive maintenance program applicable to all district facilities. The program shall support the Director of Facilities, Maintenance Foreman, and maintenance staff in the development of equipment inventories and processes designed to ensure that all systems operate at intended levels of efficiency and reliability.

The District shall utilize the Facility Information Management System and Brightly modules as the primary tools for implementing this program. These systems will manage equipment inventories, preventive maintenance schedules, and maintenance/custodial work orders.

PREVENTIVE MAINTENANCE PROGRAM

This standardized preventive maintenance program ensures the effective planning, scheduling, execution, and oversight of maintenance activities for all district buildings, grounds, and equipment. The program is intended to maximize the efficiency and reliability of district assets while ensuring responsible use of maintenance resources.

As part of this program, equipment identification records shall be developed and maintained to support integrated logistics for all new procurements, re-procurements, alterations, and modifications of equipment and associated systems.

Preventive maintenance actions define the minimum requirements necessary to ensure that all equipment remains operable and compliant with approved standards. When carried out according to defined schedules, these actions will improve equipment performance, efficiency, and

Preventative Maintenance Program Overview

Policy #1.0

reliability. The schedules and guidelines are derived from equipment operating manuals, manufacturer recommendations, and New Mexico Group Classification Types (NMGCT). They specify the procedures, responsibilities, timelines, resources, parts requirements, and consumables needed to support cost-effective planning.

The Director of Facilities is responsible for the implementation, oversight, and management of the preventive maintenance program throughout the district.

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

POLICY

Los Alamos Public Schools has established clear, practical goals for the maintenance program and incorporated them into the District's Facility Master Plan (FMP) to identify improvement opportunities, address critical or underperforming areas, and guide capital planning.

All goals shall follow the SMART framework (Specific, Measurable, Attainable, Realistic, Time-Bound), and capital funding strategies shall include major planned maintenance and repair projects.

Eligibility for state capital outlay awards requires maintaining a comprehensive Facility Master Plan with an integrated Preventive Maintenance Plan. Additionally, districts must secure approval from the Director of the Public School Facilities Authority (PSFA) prior to construction or contracting of any school facility or related structure requiring a building permit (Senate Bill 450, 2006).

PURPOSE
State law (Section 22-24-5 NMSA 1978) requires all school districts to maintain a current **five-year** Facility Master Plan (FMP) to qualify for state capital outlay assistance. The FMP provides a strategic roadmap to:

- Address facility needs
- Optimize resource allocation
- Plan funding and schedules
- Ensure projects support a healthy learning environment

All construction or contracting for school facilities requires PSFA approval.

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

A. Facilities Master Plan (FMP)

PROCEDURES

1. **Capital Project Management**
    - Maintain a detailed, prioritized list of capital replacement items and system components for all district facilities.
    - Monthly/quarterly review to:
        - Report repair items exceeding routine expenditure limits
        - Determine replacement costs
    - Review, prioritize, approve, and integrate into the FMP.

2. **Methods of Determining Capital Projects**
    - **FIMS Method:** Develop annual Capital Expenditure/Deferred Maintenance codes within FIMS.
    - **Physical Building Audits:** Conduct on-site inspections and audits to identify repair and replacement needs (templates attached for reference).

Priority Rating System

- **Priority A:** Immediate attention required due to regulatory compliance, life safety, or health concerns affecting facility operations.
- **Priority B:** Repairs or replacements needed within **1 month to 2 years**; not life-threatening but may impact operations if left unaddressed.
- **Priority C:** Repairs or replacements needed within **3 to 4 years**; not critical to immediate school operations.
- **Priority D:** Repairs or replacements needed within **4 to 5 years**; long-term maintenance items that are not critical to immediate operations.

Capital Items to Consider for 2025/2026/2027/2028/2029

Capital Project	Priority (A,B,C,D)	Quotes Obtained	Justification	Project Status
1.) ASPEN GYM AIR HANDLER	Priority **A** B C D	$150K	25YEARS /LIFE CYCLE	PENDING
2.) MOUNTAIN PORTABLE HVAC	Priority **A** B C D	$60K	LIFE CYCLE	COMPLETE
3.) LAMS GYM AIR HANDLER	Priority **A** B C D	$322K	LIFE CYCLE	COMPLETE
4.) LAMS WOOD SHOP HVAC	Priority **A** B C D	$150K	LIFE CYCLE	PENDING
5.) LAMS WEIGHT ROOM HVAC	Priority **A** B C D	$54K	LIFE CYCLE	PENDING
6.) LAHS E WING HVAC	Priority **A** B C D	$745K	LIFE CYCLE	PENDING
7.) LAHS D WING HVAC	Priority **A** B C D	$74K	LIFE CYCLE	COMPLETE
8.) LAHS F WING HVAC	Priority **A** B C D	$67K	LIFE CYCLE	COMPLETE
9.) BARRANCA LANDSCAPE	Priority A **B** C D	$6M	NOT INC IN CONST	IN PROGRESS
10.) MOUNTAIN EROSION CONTROL	Priority A **B** C D	$60K	SAFETY	IN PROGRESS
11.) MOUNTAIN INTRUSION ALARM	Priority A **B** C D	$50K	SAFETY	COMPLETE
12.) LAMS GYM ROOF	Priority A **B** C D	$300K	LIFE CYCLE	PENDING
13.) LAMS SYNTHETIC FIELD	Priority A **B** C D	$805K	LIFE CYCLE	PENDING
14.) LAMS TRACK	Priority A **B** C D	NA	LIFE CYCLE	COMPLETE
15.) LAHS D WING ROOF	Priority A **B** C D	$300K	LIFE CYCLE	COMPLETE
16.) LAHS DSA LANDSCAPE	Priority A **B** C D	$45K	SAFETY	PENDING
17.) LAHS AUX GYM REMODEL	Priority A **B** C D	$700K-$900K	SAFETY	PENDING
18.) LAHS SYNTHETIC FIELD	Priority A **B** C D	$777K	LIFE CYCLE	COMPLETE
19.) LAHS TRACK	Priority A **B** C D	NA	LIFE CYCLE	COMPLETE
20.) LAHS GYM BLEACHERS BALCONY	Priority A **B** C D	$297K	LIFE CYCLE	PENDING
21.) LAMS LOCKER REMODEL	Priority A B **C** D	$400K	LIFE CYCLE	PENDING
22.) LAHS SCOREBOARD	Priority A B **C** D	$425K	NOT OPERATIONAL	COMPLETE

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

B. Annual Maintenance Goals

Accomplished Goals (2024/25)

- Updated the District's Preventive Maintenance Plan using the best practice template.
- Sustained a 90% preventive maintenance (PM) completion rate in FIMS for FY 2024/2025.
- Maintained a monthly work order completion rate of 80% or higher in FIMS.
- Began implementing the Professional Development Plan for all operations staff.
- Worked with ARC Planning (John Spitz) to develop the District's 5-Year Master Plan.
- Upgraded multiple pieces of equipment to ensure facilities are maintained properly.
- Replaced garage door in Auto Shop at LAHS.
- Replaced first-floor blinds at LAHS and LAMS to enhance safety.
- Achieved 90% completion of construction projects at Piñon and Chamisa.
- Partnered with NMDOT to repair asphalt and concrete at Mountain, LAMS & LAHS.
- Installed new HVAC unit at LAHS F-wing.
- Repaired pressure relief valve at Mountain.
- Painted all exterior/interior railings at LAHS.
- Completed repainting of fire lanes and handicap markings at Aspen to ensure safety and compliance.
- Successfully completed roof replacement and repair projects across multiple district sites.
- Completed renovation of Suite O to create a functional space for the HR Department.

This Year's Goals (2025/26 – 2026/27)

- Achieve and sustain a 90% preventive maintenance (PM) completion rate in FIMS for FY 2025/2026.
- Maintain a monthly work order completion rate of 80% or higher in FIMS.
- Upgrade District lighting systems to energy-efficient LED fixtures at priority sites.
- Enhance emergency preparedness by updating facility evacuation maps, signage, and staff awareness training.
- Develop a succession and cross-training plan for operations staff to ensure continuity of services.
- Establish a painting schedule for each school site within the District's Preventive Maintenance (PM) program to ensure interiors and exteriors are refreshed on a recurring cycle.

Facilities Master Plan & Annual Maintenance Goals
Policy #2.0

- Work with CID and the state electric bureau chief to establish a sub category license for electrical journeyman that can be valid in any New Mexico school district.
- Establish vendor and contractor performance evaluations to ensure accountability on outsourced projects.
- Transition from FIMS/Brightly (Maintenance Direct & PMDirect) to Brightly Asset Essentials during this fiscal year to improve the District's work order system, enhance tracking, and streamline preventive maintenance management, in alignment with the company's phase-out of the old system.
- Continue to build the District's Facilities Internship program.The program provides interns with practical experience and mentorship from experienced tradesmen.Interns give feedback and work with other interns to engage in various aspects of facility management ,assisting with maintenance projects that help the sustainability of the District.

Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0

POLICY

Los Alamos Public Schools (LAPS) maintains clean, safe, and fully functional facilities through a clearly defined organizational structure and coordinated duties schedule. Roles and responsibilities for all Facilities, Maintenance, and Custodial staff shall be documented, coordinated, and supported by preventive maintenance programs, work order systems, and established cleaning and maintenance standards.

This policy ensures:

- Efficient and transparent operations across the Facilities Department.
- Accountability for all assigned staff duties.
- Consistent preventive maintenance of district assets.
- Safe, sanitary, and well-kept school environments.

A. Organizational Structure & Responsibilities

1. Leadership

- **Director of Facilities**: Supervises all district-wide maintenance operations, sets departmental goals, assigns and evaluates work, oversees preventive maintenance, coordinates with other departments, reviews purchases, prepares reports, provides training, conducts inspections, and ensures compliance.
- **Facilities Office Personnel**: Supports the Director in FIMS and preventive maintenance programs, manages work orders, inventory, and purchase order documentation, and acts as lead in the absence of the Director.

2. Skilled Trades & Technicians

- **Plumber**: Maintains sewer, water, and irrigation systems; repairs sinks, faucets, toilets, and gas lines; ensures backflow compliance.
- **Boiler Operator**: Performs boiler inspections, logs, safeties, backflow operations, and compliance tasks.
- **HVAC/Mechanical Technician**: Maintains heating, cooling, refrigeration, controls, and gas-fired systems.
- **Electrician**: Maintains electrical distribution, lighting, fire alarms, and exit/emergency systems.

Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0

- **Locksmith**: Services locks, doors, hinges, and manages key software.
- **Welder**: Performs welding repairs, fabrication, and ensures safety compliance.
- **Groundskeeper**: Maintains landscaping, irrigation systems, snow removal, and grounds equipment.
- **General Technician**: Performs building repairs, painting, remodeling, furniture assembly, roofing, concrete, and stucco work.

3. Custodial Staff

- **Custodial Supervisor**: Oversees custodial operations district-wide, assigns and evaluates custodial staff, develops schedules, approves purchases, provides training, prepares reports, conducts inspections, and may perform custodial duties as needed.
- **Custodians**: Maintain cleanliness and sanitation across all district facilities, perform daily, weekly, and periodic cleaning, and support district operations through event setups, snow removal, and special projects.

B. Maintenance & Custodial Duties

1. Maintenance Procedures

- **Daily**: Remove trash, snow, and ice from grounds and entryways, inspect boiler, mechanical, and electrical rooms, secure doors, windows, and roof access, replace ceiling tiles, lamps, breakers, fuses, ballasts, and review/close work orders.
- **Weekly**: Mow lawns to 2" height, trim and edge, sweep walks, gutters, gravel, and mulch areas, check and adjust irrigation systems, remove rubbish from property.
- **Monthly/Quarterly/Semi-Annual/Annual**: Reset clocks, check sewage pumps, inspect door operations, apply weed control, fertilize lawns, prune trees, test emergency generators, exit lights, and emergency systems, oversee fire protection, sprinkler, and backflow inspections, rotate valves, inspect elevators and dock levelers, and verify stock of filters, lamps, and parts.

2. Custodial Procedures

- **Daily**: Raise flag before school begins, empty trash, sweep and vacuum floors, mop restrooms, sanitize fixtures, dust surfaces, clean drinking fountains, polish furniture, buff main corridors, clean elevators, remove carpet stains, police sidewalks, parking lots, and loading docks, and replenish janitorial supplies.

Facilities Department Organizational Structures, Duties & Responsibilities

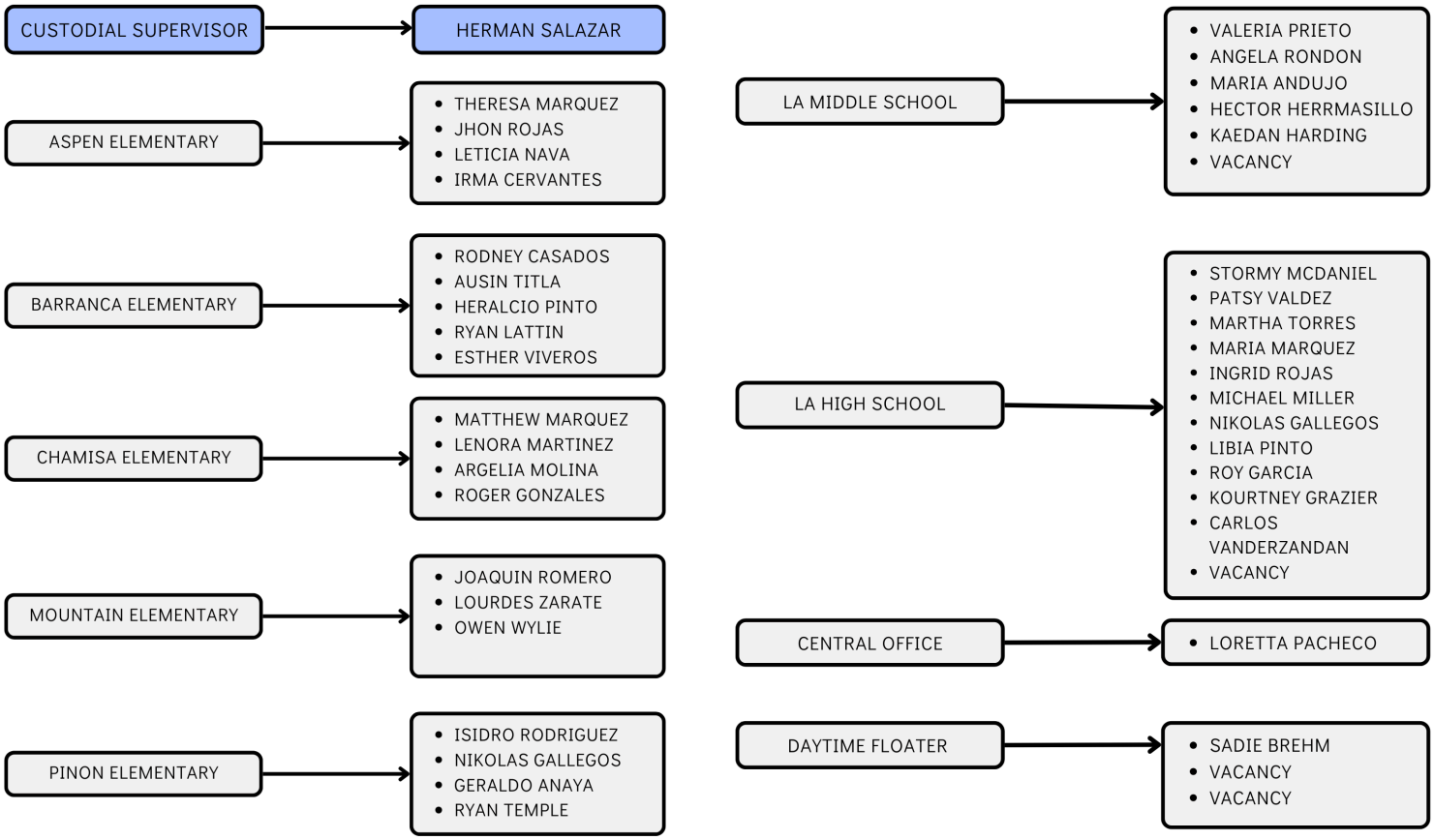
Policy #3.0

- **Weekly**: Damp mop and spray floors in corridors and lobbies, sweep sidewalks, stairs, and storage areas.
- **Monthly & Periodic**: Dust furniture, shampoo carpets, wash receptacles, spot clean walls, strip and refinish floors, wash windows twice per year, shampoo carpets in corridors/lobbies, and clean blinds and fixtures.

OUTCOME

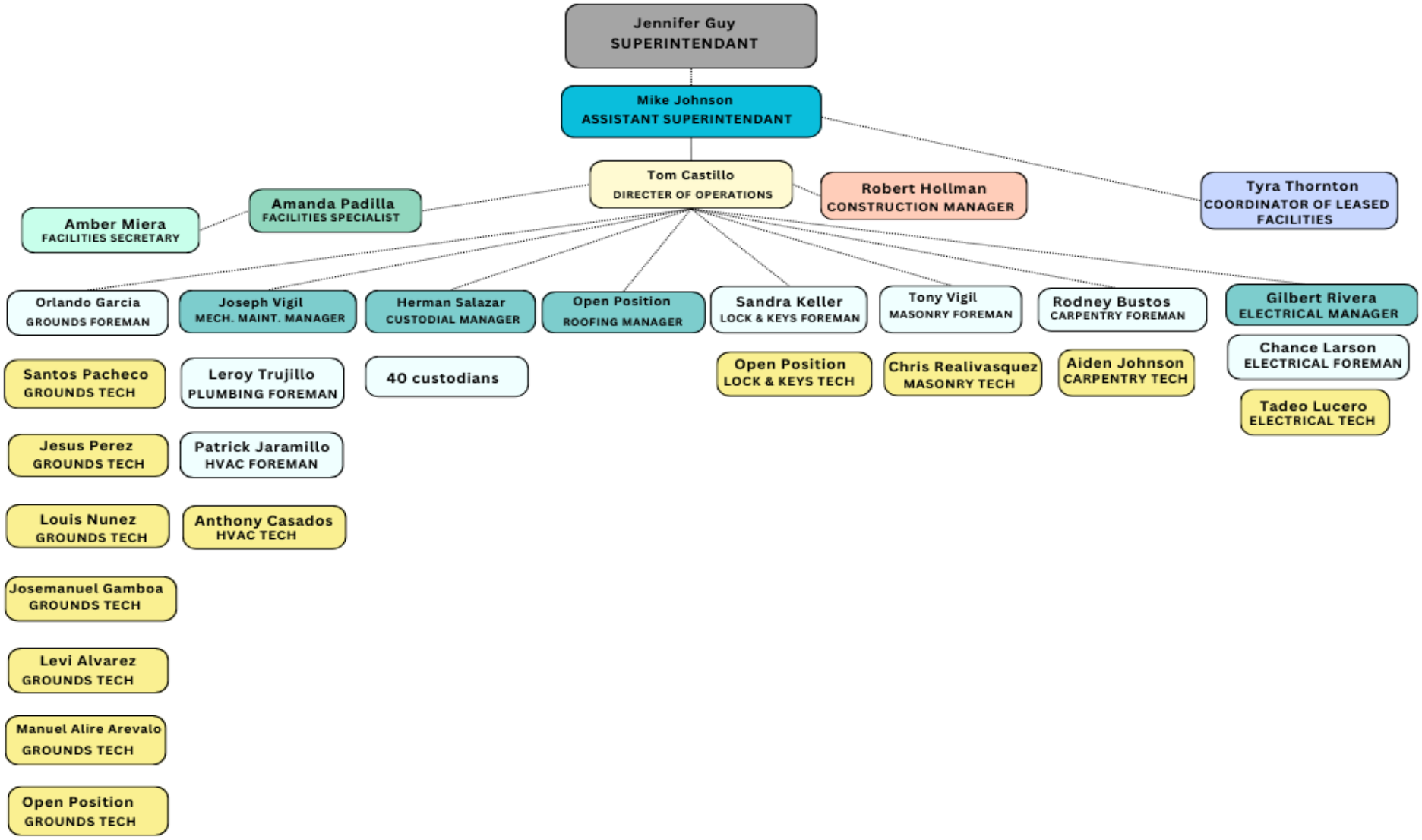
This unified policy clearly defines staffing roles, departmental responsibilities, and required schedules for both custodial and maintenance operations. By integrating organizational structure with preventive maintenance and custodial standards, Los Alamos Public Schools ensures that all facilities are safe, sanitary, well-maintained, and supportive of a high-quality learning environment.

Custodial Department



Facilities Department Organizational Structures, Duties & Responsibilities

Policy #3.0



Facilities Staff Development Plan
Policy #4.0

POLICY

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

Advancements in building systems, technologies, automated controls, and maintenance products require that maintenance and custodial personnel possess advanced technical skills. To ensure proper operation of electrical, mechanical, and specialized systems, staff shall participate in formal training and professional development programs designed to enhance technical skills and trades knowledge.

PROCEDURE

1. Training Requirements

- Maintenance and custodial staff are required to attend courses and training that enhance and update their technical skill sets.
- Employees attending training are expected to complete coursework, apply the knowledge in their work, and share relevant skills and information with colleagues.

2. Safety Training

- All staff must maintain up-to-date safety training, beginning with annual training and renewed annually.
- Required safety training includes, but is not limited to:
    - Personal Protective Equipment (PPE)
    - Asbestos Awareness - *within 6 months of hire*
    - Safety Data Sheets (SDS)
    - Bloodborne Pathogens

3. Training Oversight

- The Director of Facilities or designee is responsible for:
    - Creating an annual calendar of general training and professional development events.
    - Developing a plan to address the required training for skilled staff.

4. Training Records

- Documentation of completed training shall be maintained in each employee's personnel file for verification and compliance purposes.

Facilities Staff Development Plan
Policy #4.0

District Safety Training Schedule by Category

Upon Hire (Initial Orientation)

Mandatory for all new Facilities Department employees.
Training videos or briefings provided before independent work begins.

Training	Delivery	Notes
Ladder Safety	Video / In-person	Proper ladder selection, setup, inspection, and use.
Moving Safely	Video / In-person	Safe lifting, carrying, and material handling techniques.
Tool Safety	Video / In-person	Correct use of hand and power tools; inspection and storage.
Jobsite Housekeeping	Video / In-person	Maintaining clean, hazard-free work areas to prevent slips, trips, and falls.
Personal Protective Equipment (PPE)	Video / In-person	Proper selection, use, and care of PPE.
Asbestos Awareness	Video / In-person	Completed **within 6 months of hire**. Covers asbestos hazards and safe response practices.
Safety Data Sheet (SDS)	Video / In-person	How to locate, read, and use SDS for chemical safety.
Bloodborne Pathogens	Video / In-person	Covers safe handling, exposure prevention, and response procedures.

- *Upon Hire* training is mandatory before independent work begins.
- Supervisors ensure refresher training occurs when job duties, equipment, or regulations change.
- All training completion records are retained for compliance tracking.
- Certification training (e.g., CPR, Stop the Bleed, Forklift) must be renewed before expiration.

Facilities Staff Development Plan
Policy #4.0

Note: The following training schedule is based on categories and course offerings outlined in the POMS & Associates Training Catalog. Frequency and content may be adjusted as district needs or regulatory requirements change.

Certain training is **trade-specific** and required only for staff whose job duties involve related tasks, equipment, or environments.

Loss Prevention

Training	Frequency	Status
Aerial and Scissor Lift Safety	Biennial	Not Started
Chemical Hygiene and Laboratory Safety	Annual	Ongoing
Defensive Driving	Biennial	**Completed**
Fall Protection	Biennial	Not Started
CPR	Biennial	Not Started
Forklift Safety	Biennial	**Completed**
General Workplace Safety	Annual	**Completed**
Personal Protective Equipment (PPE) Refresher	Annual	Ongoing
Hazard Communication / SDS Practice	Annual	Ongoing
OSHA 10 (Certification)	Biennial	**Completed**
Narcan Training (Opioid Overdose)	Annual	**Completed**
Stop the Bleed (Certification)	Biennial	Not Started
Playground Safety and Maintenance	Annual	Ongoing

Safety & Security

Training	Frequency	Status
Continuity of Operations	Biennial	Not Started
De-escalation (Staff)	Biennial	Not Started
Safe Schools Plan Consultation (NMPED)	Annual	Not Started
Asbestos Awareness Refresher	Annual	In progress
Emergency School Procedures	Annual	Not Started
Lock Out / Tag Out (LOTO)	Triennial	**Completed**
Bloodborne Pathogens	Annual	Not Started
Staff-Student Boundaries	Annual	**Completed**

Facilities Staff Development Plan
Policy #4.0

Staff Development

Training	Frequency	Status
Communication and Teamwork	Biennial	Not Started
Behavioral Management	Biennial	Not Started

Ergonomics

Training	Frequency	Status
Ergonomics for Custodial & Maintenance Staff	Biennial	Not Started
Safe Lifting and Body Mechanics (Refresher)	Biennial	Not Started

Facilities Safety Plan & Asbestos Management
Policy #5.0

POLICY

Los Alamos Public Schools is committed to maintaining a safe, healthy, and compliant environment for all students, staff, contractors, and visitors. This policy establishes safety requirements for maintenance operations, including routine work, equipment use, and asbestos-containing materials (ACM/PACM) management, in accordance with OSHA, AHERA, and other applicable regulations.

A. Maintenance Safety

1. Safety Orientation & Training

- Department-specific safety orientation is provided by individual department managers.
- All employees receive annual refresher training, with attendance and completion documented in personnel files.
- Facilities staff receive ongoing safety training, and regular workplace checks are performed and recorded to identify and address potential hazards.

2. Staff Responsibilities

- Follow all district safety rules as outlined in the District Safety Plan.
- Use appropriate personal protective equipment (PPE) for assigned tasks (e.g., gloves, glasses, respirators, snow removal gear).
- Operate and maintain equipment with all protective guards in place.
- Report unsafe conditions and injuries to supervisors immediately; all injuries must be documented and reported to the principal and superintendent within 24 hours.
- Seek prompt medical attention per district guidelines.

3. Policies & Procedures

- Safety policies are distributed, practiced, enforced, and reviewed annually.
- Updates are made as regulatory standards change.
- Product safety recalls are reviewed and actions documented.
- Comprehensive inspections of grounds, equipment, and facilities are conducted to ensure safety.

Facilities Safety Plan & Asbestos Management
Policy #5.0

B. Asbestos Operations & Maintenance (O&M)

1. Scope & Purpose

- Applies to all friable or presumed asbestos-containing materials (ACM/PACM) in district facilities that are in good condition.
- Ensures management of ACM/PACM in place to minimize risk and maintain regulatory compliance.
- Provides safe procedures for cleaning, maintenance, operations, training, notifications, and recordkeeping.

2. Definitions

- **ACM:** Material containing >1% asbestos.
- **PACM:** Presumed ACM.
- **Friable ACM:** Can be crumbled by hand pressure.
- **Non-Friable ACM:** Cannot be easily crumbled.
- **RACM:** Regulated ACM requiring strict handling and monitoring.
- **HEPA Filter:** Traps ≥99.97% of particles ≥0.3 microns.

3. Procedures & Guidelines

- **Location & Inventory:** Maintain updated ACM/PACM inventories; materials are safe if left undisturbed.
- **Training:** All staff potentially exposed to ACM/PACM receive a required 2 hours of annual asbestos awareness training.
- **Notification:** Staff, contractors, and tenants are notified of ACM/PACM locations; warning signs and labels are posted per OSHA.
- **Monitoring & Documentation:** ACM/PACM is inspected at least once per year, with records maintained including inspection results, training, and changes in material condition.
- **Safe Work Practices:**
    - Do not drill, sand, saw, or disturb ACM.
    - Use wet methods and area isolation when necessary.
    - Follow proper PPE, respiratory protection, and waste disposal procedures.
    - District employees shall not perform asbestos abatement without full training and certification.

Facilities Safety Plan & Asbestos Management
Policy #5.0

- **Specified Prohibited Activities:**

  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 .

- **Job Hazard Analysis (JHA):** Required before any asbestos-related work.

Maintenance Priorities & Procedures
Policy #6.0

POLICY

Los Alamos Public Schools (LAPS) ensures safe, reliable, and efficient operations of district facilities by processing all maintenance and preventive tasks through the Facility Information Management System (FIMS/Brightly), establishing clear priority levels for work requests, developing preventive maintenance schedules based on manufacturer recommendations, state standards, and district needs, and conducting regular inspections to proactively identify and address deficiencies.

A. Work Orders

1. **Submission & Processing**
   All work requests must be submitted through FIMS/Brightly. Facilities office staff shall review, approve, and assign requests to the appropriate technician or contractor. Requests received by email or identified by staff shall be entered into FIMS as work orders.

2. **Documentation**
   Closed work orders (routine or PM) must include:

- Requester
- Labor Hours
- Work Description
- Material and/or Contract Cost
- Location of Work
- Responsible Party (Technician assigned)
- Craft (Type of Work)
- Action Taken (Resolution)
- Purpose (Reason for Work)

3. **Reporting**
   Reports generated from FIMS/Brightly shall be reviewed in staff meetings to monitor performance, identify trends, and support operational improvements.

Maintenance Priorities & Procedures
Policy #6.0

B. Work Order Priorities

Work requests shall be responded to as follows:

- **Emergency:** Stops facility use; immediate response.
- **Urgent:** Threatens functionality but use continues; response same day.
- **Routine:** Normal requests; start within 1–2 days, completed within 3–5 days.
- **Preventive Maintenance:** Scheduled inspections/tasks; per PM schedule.
- **Deferred/Project:** Non-critical projects; completed within 30 days, season-dependent.

Classification in FIMS/Brightly

All work orders will remain in the system indefinitely and will be classified through the following terms as Facilities identifies the needed actions to resolve the issue:

- **Work in Progress:** Facilities/ Maintenance is currently working on the issue.
- **Complete:** The issue is resolved but additional documentation is needed.
- **Closed:** The job is complete and all documentation has been entered.
- **Open Extended:** work orders for capital projects that are **necessary** for the operations and safety of Facilities.
- **Deferred:** work orders for capital projects which are not necessarily required but are **desirable**.

Priority Level	Description	Expected Response Time	Target Completion Time	Examples
Emergency	Imminent threat to health, safety, or property. Must be addressed immediately.	*Immediate Response*	*Within 24 hours*	Gas leak, broken water main, electrical hazard, HVAC outage in occupied space
Urgent	High-impact issue that disrupts operations but poses no immediate danger.	*Same business day*	*Within 3–5 business days*	Plumbing failure in restroom, door hardware malfunction, temperature control issue
Routine	Normal maintenance or repair not affecting safety or daily function.	*Within 1-2 business days*	*Within 3-5 business days*	Ceiling tile replacement, minor carpentry, lighting issue
Preventive Maintenance (PM)	Scheduled, recurring maintenance activities tracked in Brightly PMS/FIMS.	*As scheduled*	*By scheduled due date*	Filter change, inspection, lubrication, seasonal prep
Deferred / Project	Long-term improvements or major repairs awaiting funding or scheduling.	*Within 30 days to scope & plan*	*Per project schedule*	Roof replacement, major flooring project, remodel

Maintenance Priorities & Procedures
Policy #6.0

C. Preventive Maintenance (PM) Program

1. **Inventory**
   Maintain a current inventory of all major facility equipment (HVAC, life safety systems, plumbing, electrical, structural, utilities, etc.) in FIMS, reviewed annually for accuracy.

2. **Scheduling**
   PM tasks and frequencies shall follow manufacturer recommendations, GCTs, and district operational needs, including daily, weekly, monthly, quarterly, semi-annual, or annual inspections and services.

3. **Documentation**
   All PM activities shall be documented in FIMS/Brightly, including task description, frequency, assigned staff, and completion verification.

4. **Environmental & Safety Inspections**
   Annual safety tours shall be conducted at all facilities using standardized forms. Safety-related findings shall be entered into FIMS/Brightly as work orders with top-priority assignment.

D. PM Schedule Charts & Tables
Insert PM schedule charts here.

Equipment Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Extinguishers (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Emergency/Exit Lights (Monthly Inspections)	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) -Startup/Shutdown (Monthly/Quarterly Review)					X					X		
Kitchen Exhaust Hood, Duct System (Semi-Annual Inspections)		X						X				
Fire Doors, General Doors (Quarterly, Semi-Annual)			X			X			X			X
Drains, Driveway, Storm (Semi-Annual Inspections)		X			X			X			X	
Access / Fences, Gates & Security (Semi-Annual Inspections)		X					X					
Fire Control Valves (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Grease Traps (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Hot Air Furnace (Annual Inspection)										X		
Hot Water Heater - Gas (Annual Inspection)												X
Exterior Lighting (Semi-Annual Inspections)		X						X				
Manhole - Electrical (Annual Inspection)					X							
Manhole - Sewer (Quarterly Inspections)			X			X			X			X
Power Distribution Units - PDU (Semi-Annual Inspections)	X						X					
Roof Inspections (Monthly Inspections)	X	X	X	X	X	X	X	X	X	X	X	X
Aspen Pond Control (Semi-Annual Inspections)				X	X	X	X	X	X	X		
Sullivan Field Lift Pumps (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Pumphouse - Aspen, LAMS, LAHS (Weekly Inspections)	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
Milk Coolers (Annual Inspection)							X					
Ice Machines (Semi-Annual Filter Replacements & Inspections)			X								X	
Door Sweeps for Pest Control - LAHS (Annual Inspection)									X			
Emergency Eyewash Stations - LAMS & LAHS (Semi-Annual Inspection)	X						X					
Powerwash Exterior (Wildlife Impacted Zone) - Pinon, Chamisa & Mountain (Annual Inspection)							X					
PRV Inspection - Mountain (Annual Inspection)							X					

Los Alamos Public Schools
OSHA/Life Safety Code Inspection Protocols 2025/2026
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 2025/2026
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 o Safeties o Pumps o Commercial Water Treatment o Controls	**Required Annual**									X				1
Chiller Inspection Trane 505.554.9574 o Safeties o Pumps o Commercial Water Treatment o Controls	**Annual**				X									1
Evaporative Cooler 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 o VFD o Pumps o Commercial Water Treatment o Controls	**Annual**							X						1
Controls/building Automation System	**Annual**						X							1

Los Alamos Public Schools
Grounds Keeping Preventive Maintenance Tasks & Frequency Inspection
All Grounds 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
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

Maintenance Reports
Policy #7.0

PURPOSE

Monthly and quarterly reports, including both narrative and quantitative data, are essential tools for district business communication. These reports support the Superintendent, Board of Education, and developing departments in making informed decisions regarding the district's facilities, operations, and capital needs. Timely reporting ensures transparency and aids in evaluating progress toward annual goals and long-term facility planning.

POLICY

- The Los Alamos Public School District shall develop monthly reports based on data collected through the Facility Information Management System/Brightly.
- Reports shall be submitted to the Superintendent for review no later than 10 days into the following month.
- Maintenance metrics reports shall encompass all maintenance and operations activities, including preventive maintenance, work order completion, environmental safety, and capital project progress.

PROCEDURE

The Maintenance and Operations (M&O) Report shall include the following information:

1. **Preventive Maintenance Updates**
    - Any changes or updates to the district's preventive maintenance plan.
    - Quarterly Proficiency Ratings in the FIMS/Brightlly program.
    - Associated training activities.

2. **Maintenance Metrics**
    - Work Order Completion Rate.
    - Monthly Work Order Backlog Percentage.
    - Work Order Transaction Information.
    - Monthly Preventive Maintenance Work Order Rate.
    - Monthly PM Cost Ratio.

Maintenance Reports
Policy #7.0

3. **Operational Activities**

    - Vandalism Reports.
    - Progress on developed maintenance goals.
    - Progress or updates on district capital projects and the 5-Year Facility Master Plan.
    - Results of environmental or safety rounds, including corrective actions.
    - Custodial performance activities.
    - Meetings and training conducted within Maintenance & Operations.
    - Staffing changes or challenges affecting preventive maintenance activities.
    - Addition, deletion, or changes to maintenance policies.
    - Addition, deletion, or changes to major equipment at district facilities.
    - Regulatory compliance visits/audits, including variances and corrective action plans.
    - Updates to the district's energy management programs.

4. **Special Programs & Compliance**

    - Hazardous Materials & Waste Management, including updates to the district MSDS program and related training.
    - Pest Control/IPM Management activities and training updates.
    - Fleet vehicle maintenance, repairs, and related activities.

Maintenance Reports
Policy #7.0

FIMS Proficiency Monitoring and Reporting

To assist school districts in monitoring and improving their maintenance performance, the **Public School Facilities Authority (PSFA) Maintenance Division** conducts a quarterly review of New Mexico school districts' Facility Information Management Systems accounts.

The review includes all state-provided FIMS modules:

- Maintenance Direct (MD)
- Preventive Maintenance Direct (PMD)
- Utility Direct (UD)

FIMS Proficiency Reports

- The quarterly report is data-driven and evaluates Key Maintenance Performance Indicators (KPIs) for each module.
- The report includes recommendations on areas where district maintenance performance can be improved through better utilization of FIMS.
- Reports are distributed to district superintendents and lead maintenance personnel.
- Districts are encouraged to use the report findings to enhance maintenance operations and communicate results to the district board.

Action Items for Districts

1. Reference the quarterly FIMS reports.
2. Review report findings with relevant maintenance staff.
3. Implement recommendations to improve FIMS utilization and maintenance operations.

District Facilities & Equipment
Policy #8.0

POLICY

It is the policy of the Los Alamos Public School District to maintain a current and accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a comprehensive record of all schools, which includes the following information:

1. **School Name and Classification**
    - Identify each school and classify it as elementary, middle school, high school, or other applicable categories.

2. **Site Location and Address**
    - Provide the physical address and location details for each school site.

3. **Square Footage and/or Acreage**
    - Record the size of each school facility, including building square footage and site acreage.

4. **Student Census Information**
    - Maintain the current student enrollment count (MEM Count) for each school.

5. **Facility System Descriptions**
    - Reference the **FMP Executive Summary Report** by site for descriptions of facility systems.

Note: New Mexico school districts may create and manage facility buildings and locations within their FIMS/Brightly accounts to maintain accurate and up-to-date information.

District Facilities & Equipment
Policy #8.0

FACILITIES	ADDRESS	GROSS SQUARE FEET (GSF)	ACREAGE	PORTABLES
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	949 Diamond Drive	**10, 091**	**Included in High School**	**0**
Aspen Elementary	2182 33rd 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	**53,225**	**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	**61,543**	**21.11**	**0**
Los Alamos Middle School	2101 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		**761,556 GSF**	**125.62 Acres**	**13,780**

As of January 1st, 2025 , The LAPS District maintains 8 School Facilities.

District Facilities & Equipment
Policy #8.0

NMPSFA School District – Capital Equipment Assessment

Address:1312 Base Hart Rd. SE, Suite 200, Albuquerque, NM 87106

PURPOSE

The Los Alamos Public School District conducts this assessment to identify major mechanical, structural, or cosmetic issues requiring repair or replacement. The report documents the district's capital equipment needs for the next 1 month to 5 years.

District Contact Information

Position	Name	Telephone	Email
Superintendent	Jennifer Guy	505-663-2231	j.guy@laschools.net
Assistant Superintendent	Mike Johnson	505-663-2236	m.johnson@laschools.net
Director of Facilities	Tom Castillo	505-663-2253	t.castillo@laschools.net
Capital Project Specialist	Robert Hollman	505-663-2267	r.hollman@laschools.net

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Maintaining Equipment Records
Policy #9.0

PURPOSE

Accurate and up-to-date equipment records are essential to the development and continued operation of the Los Alamos Public School District's preventive maintenance (PM) program. Proper documentation:

- Informs maintenance personnel of all facility equipment, the areas they serve, and the required preventive maintenance tasks.
- Supports planning for replacement parts and preventive maintenance strategies.
- Provides data for identifying trends, such as recurring electrical issues that may indicate systemic problems.
- Enables cost analysis of maintenance activities, including preventive maintenance, parts, and equipment replacement, supporting effective budgeting and capital planning.

POLICY

It is the policy of the Los Alamos Public School District that all facility equipment—including HVAC systems, playground equipment, life safety systems, and other maintenance-managed assets—shall be inventoried and documented in the Facility Information Management System (FIMS/Brightly):

Records shall be updated **annually** or whenever equipment is replaced or added through projects or emergency replacements.
Documented information must include, at minimum:

- Make, model, and serial number
- Warranty information
- Service contractor information
- Recommended preventive maintenance tasks
- Required spare parts
- Initial and replacement cost projections

The **Director of Facilities** and **Facilities Office Personnel** are responsible for ensuring compliance with this policy.

Maintaining Equipment Records
Policy #9.0

PROCEDURE

A. Adding New or Replacement Equipment

1. Document all newly installed or replaced equipment in FIMS using the **Maintenance Direct (MD)** or **Preventive Maintenance Direct (PMD)** modules.
2. Obtain and file the manufacturer's O&M manuals; provide copies to the FIMS Administrator for data entry.
3. Assign an equipment number using the format:
    - **Description – Location – Integer**
    - Example: PSSS – EPES – 007
        - PSSS = Play Structure Swing Set
        - EPES = Eastern Plains Elementary Site
        - 007 = Unit number 7
    - For replaced equipment of the same type, reuse the number and add "R" (e.g., PSSS-EPES-007-R).
    - For new equipment, use the same description and location code, but assign a unique number.

B. Equipment Information Entry

1. Enter comprehensive details in FIMS, including:
    - Location, model, serial number, installation date
    - Warranty information and life expectancy
    - Replacement part details (e.g., filter and belt sizes)
2. File manufacturer information in a physical or electronic repository for reference.

C. Preventive Maintenance (PM) Schedule Development

1. Existing PM schedules may continue for replaced equipment of the same type.
2. **New PM schedules** must be developed for new equipment types.
3. Activate PM schedules for all newly added equipment.

Maintaining Equipment Records
Policy #9.0

4. Use the attached data collection sheet to gather minimum required information for each piece of equipment:
    - Equipment identification (description, location, and unique ID)
    - Task instructions and procedures
    - Frequency of maintenance (daily, weekly, monthly, semiannual, annual)
    - Required materials, tools, and personal protective equipment (PPE)
    - Other relevant operational notes

5. Enter all collected data into the New Schedule tool in the PMD module.

6. Review all entries for accuracy and activate schedules to ensure PM work orders automatically generate based on defined tasks and frequency.

D. Decommissioned or Removed Equipment

1. Remove equipment from service in FIMS and deactivate associated PM schedules:

    - Navigate to **Equipment → Information and Analysis → Add/Update**
    - Enter the **Date Removed**

2. Dispose of failed or obsolete equipment in accordance with district policy.

The data collection sheet corresponds directly to the **New Schedule tool** in the PMD Module:

District FIMS/Brightly Account > Preventive Maintenance Direct Module > New Schedule

---

REFERENCES

- NM PSFA, *Facility Information Management Systems Informational Booklet – How to Get the Most out of FIMS!*

Data Collection Sheet for New PM Schedule - PMDirect

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:_____
_____

Facilities Safety Assessment
Policy #10.0

POLICY

It is the policy of LAPS that Environmental Safety Rounds shall be conducted regularly in all school facilities, including classrooms, offices, common areas, restrooms, mechanical rooms, and exterior grounds. Rounds must be documented using the official Environmental Safety Rounds Form (2025/2026 version) or an approved electronic equivalent. All identified issues requiring attention, cleaning, or repair shall be tracked, and corrective action shall be completed in a timely manner. Facility leadership and custodial/maintenance staff are responsible for ensuring rounds are conducted consistently and that issues are resolved according to district priorities.

PROCEDURE

1. **Scheduling and Conducting Rounds**
   Trained personnel, including custodial, maintenance, or facilities staff, shall conduct Environmental Safety Rounds on a predetermined schedule (weekly, monthly, or quarterly depending on the area). All items shall be checked for condition, cleaning, or repair needs using the Environmental Safety Rounds Form.
2. **Documentation and Tracking**
   For each item, personnel shall indicate Good / Clean Condition, Needs Further Cleaning, Needs Further Repair, or Work Order Placed. Comments and required follow-up actions shall be recorded. Completed forms shall be submitted to the Facilities Office for review and filing.
3. **Corrective Actions**
   Custodial or maintenance staff shall address cleaning or repair issues identified during rounds. Work Orders shall be placed for items requiring maintenance beyond routine cleaning. Facilities leadership shall monitor completion to ensure timely resolution of all identified issues.
4. **Reporting and Review**
   Environmental Safety Rounds records shall be reviewed regularly to identify trends or recurring issues. The Director of Facilities shall provide a summary report to school leadership and the Safety Committee as appropriate.

REFERENCES

- Los Alamos Public Schools Preventive Maintenance Program
- NM PSFA Facility Safety Guidelines
- OSHA General Duty Clause (Applicable Safety Standards)

Environmental Safety Rounds 2025/2026

Name of Surveyor: _____

Date of Review: ____ / ____ / ____ **Location:** _____ **Floor:** _____

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

Additional Comments:

_____

_____

Building/Property Assessments
Policy #11.0

POLICY

It is the policy of the Los Alamos Public School District to participate in the **Facility Maintenance Assessment Report (FMAR) program** administered by the New Mexico Public School Facilities Authority (PSFA). The FMAR is a structured tool used to evaluate the physical condition, appearance, and maintenance management practices of school facilities.

Participation in FMAR ensures the district:

1. Maintains an effective and verifiable maintenance program aligned with industry standards.
2. Identifies areas of improvement and opportunities for cost-effective maintenance strategies.
3. Establishes baseline condition ratings for all facilities to guide capital planning, preventive maintenance, and operational decision-making.
4. Demonstrates progress toward implementing an exemplary maintenance program.

The district recognizes that physical building assessments are essential to determine the current condition of buildings, grounds, equipment, and systems, and to make informed decisions regarding repairs, replacements, and long-term maintenance planning.

PURPOSE

The FMAR process supports the district by:

- Establishing a verifiable method to assess the effectiveness of facility maintenance programs.
- Providing constructive feedback (Opportunities for Improvement – OFIs) and sharing best practices.
- Establishing a baseline condition score/rating for facilities, equipment, and systems.
- Identifying maintenance program performance and guiding improvements to reach "Exemplary" status.
- Supporting capital planning, preventive maintenance scheduling, and efficient use of resources.

Building/Property Assessments
Policy #11.0

PROCEDURE

1. **Assessment Preparation**
   - The district shall coordinate with the PSFA to schedule FMAR assessments.
   - Facility documentation, including preventive maintenance records, equipment inventories, and prior assessments, shall be prepared and made available to the FMAR team.

2. **Assessment Team Composition**
   - The assessment team will consist of NMPSFA staff and district facility personnel, when available.
   - Team members will conduct a comprehensive review of building systems, grounds, and equipment.

3. **Physical Building Assessment**
   - Inspect all school buildings, grounds, equipment, and systems.
   - Evaluate environmental conditions, functionality, and compliance with maintenance standards.
   - Document findings, including any deficiencies or areas requiring repair or preventive maintenance.

4. **Reporting**
   - The FMAR team shall prepare a feedback report summarizing the condition of the facilities, identifying repair needs, and recommending priorities.
   - The report will include:
     - Immediate repair needs.
     - Recommended preventive maintenance tasks.
     - Long-term repair and replacement priorities.
     - Suggested timelines for completion using the district's CMMS or capital expenditure program (FMP).

5. **Action Plan Development**
   - Based on FMAR feedback, the Maintenance Supervisor and Director of Facilities shall develop a prioritized plan for addressing repairs, maintenance, and capital projects.
   - The plan shall be integrated into the district's Facility Master Plan (FMP) and preventive maintenance program.
   - Progress shall be tracked through the district's Facility Information Management System (FIMS/Brightly) or other CMMS tools.

Building/Property Assessments
Policy #11.0

6. **Continuous Improvement**

    - FMAR results shall be reviewed annually to track improvements and adjust maintenance practices.
    - Opportunities for improvement (OFIs) identified in FMAR shall be addressed in a timely and cost-effective manner.
    - The district will maintain documentation of FMAR results and subsequent actions for accountability and reporting purposes.

KEY CONSIDERATIONS

- Physical building assessments are essential to understand the age, condition, and maintenance needs of facilities and equipment.
- Accurate FMAR assessments prevent reactive, hit-or-miss maintenance and allow for targeted preventive strategies.
- FMAR provides a baseline for evaluating the effectiveness of the district's maintenance program and optimizing resource allocation.

Energy Management Plan
Policy #12.0

POLICY

It is the policy of the Los Alamos Public School District to operate all district facilities in a safe, energy-efficient, and environmentally responsible manner. The district is committed to implementing effective energy management practices that reduce utility costs, conserve natural resources, and foster a culture of energy conservation among students, staff, and faculty.

The district shall establish and maintain clear goals, objectives, and performance indicators for energy management, conduct annual reviews, and communicate progress regularly to the Los Alamos Public School District community.

Energy management is a shared responsibility. All district staff, faculty, and students are expected to use energy wisely and comply with the guidelines outlined in this policy.

OBJECTIVES

1. Reduce energy consumption and utility costs across all district facilities.
2. Conserve natural resources and promote environmental stewardship.
3. Encourage awareness and participation in energy conservation practices among staff, students, and faculty.
4. Demonstrate community leadership in sustainable energy management practices.
5. Integrate energy efficiency into facility planning, operations, maintenance, and future construction projects.

RESPONSIBILITIES

All Staff, Faculty, and Students:

- Turn off lights when leaving unoccupied rooms.
- Turn off computers, monitors, printers, and other office equipment when not in use.
- Keep windows and exterior doors closed during heating or cooling seasons.
- Promptly report inoperable equipment or wasteful energy practices to the Director of Facilities.

Maintenance and Operations:

- Maintain HVAC systems, lighting, and building envelopes to optimize energy efficiency.
- Perform seasonal changeovers for heating and cooling based on established guidelines.

Energy Management Plan
Policy #12.0

- Replace filters and conduct routine maintenance on HVAC systems to ensure efficient performance.
- Monitor energy use and report on compliance with energy management standards.

GENERAL GUIDELINES

Temperature Set Points:

- Summer (Cooling): 68–74°F during occupied periods.
- Winter (Heating): 68–74°F during occupied periods.
- Exceptions require approval from the Director of Facilities.
- Thermostat areas must remain free from obstructions and heat-generating devices.
- All unoccupied settings should be set at 55°.

Request for Heating and Air Conditioning:

- Requests for HVAC operation outside normal hours must be submitted through the Event Manager program at least **two (2) business days in advance**.
- Requests should include dates, times, location(s), and expected occupancy.

Lighting:

- Use LED lighting wherever possible and replace inefficient fixtures when economically feasible.
- Utilize occupancy/motion sensors and daylight controls where practical.
- Encourage task lighting to reduce overhead energy use.

Electronics and Office Equipment:

- Turn off all devices when not in use.
- Shut down computers at the end of each day and during extended school breaks.

Space Heaters:

- Use of space heaters in designated areas is permitted only with prior approval and must be limited to UL-approved electric units equipped with automatic shut-off and tip-over protection.
- Fire safety and energy efficiency concerns must be addressed before use.
- Notify Maintenance if heating is insufficient instead of relying on space heaters.

Energy Management Plan
Policy #12.0

Heating/Cooling Seasonal Changeover:

- Air conditioning begins only after three consecutive days above 75°F outside.
- Heating begins only after three consecutive days below 55°F outside.
- Special exceptions must be approved by the Director of Facilities and Mechanical Foreman.

Filters:

- HVAC filters shall be changed regularly per unit recommendations to maintain system efficiency and indoor air quality.
- All filter inspections and replacements are tracked and documented on a quarterly basis using FIMS/Brightly, ensuring proper maintenance records and compliance with district standards.

Holiday Periods:

- Buildings will be minimally heated or cooled during closures.
- The HVAC Department will coordinate any exceptions for specific areas.

New Construction and Renovations:

- Energy efficiency shall be prioritized in all new construction and renovation projects.
- ASHRAE Standard 90.1 shall be followed where possible.
- ENERGY STAR equipment shall be used when feasible.
- All major construction and equipment purchases will include energy life cycle cost analysis.

Water Conservation:

- Faculty, staff, and students shall report malfunctioning faucets, toilets, and urinals.
- Staff shall educate students on the importance of water conservation.

ENFORCEMENT AND MONITORING

- The Director of Facilities and Foreman shall monitor compliance with this policy.
- Non-compliance or equipment issues shall be addressed promptly to maintain energy efficiency and safety standards.

Energy Management Plan
Policy #12.0

Policy Note

Energy Management Rounds conducted during routine Preventive Maintenance (PM) inspections are considered part of the district's standard PM activities.

When completed as part of a PM inspection:

- Observations and corrective actions identified during these rounds should be documented in the PM work order or inspection record.

- Any significant energy efficiency or operational issues identified must still be tracked and resolved according to district maintenance procedures.

This ensures that energy management oversight is integrated into existing PM practices without duplicating work or reporting requirements.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

POLICY

The District is committed to maintaining all school grounds, landscapes, and synthetic turf facilities in a safe, functional, and aesthetically pleasing condition that supports student learning, staff productivity, and community use. This commitment is achieved through a structured grounds maintenance program, the implementation of Integrated Pest Management (IPM) practices that minimize pesticide use and safeguard health and the environment, and consistent care of synthetic turf surfaces to ensure safety, performance, and durability. All activities shall comply with state and federal regulations, align with district planning goals, and be carried out by trained personnel following established safety standards.

A. General Grounds Plan

PURPOSE
To maintain all district grounds in a safe, functional, and aesthetically pleasing condition while supporting district-wide planning and sustainability goals.

Guidelines:

- The Grounds Department shall prepare an **annual work plan** covering:
  - General landscaping
  - Turf and xeriscape care
  - Mowing and hardscape upkeep
  - Irrigation systems
  - Trees, shrubs, and landscape features
  - Playgrounds and athletic fields
  - Fences, parking lots, and other outdoor areas

- Preventive maintenance shall be tracked in the **Facility Information Management System (FIMS/Brightly)** or equivalent, including recurring, seasonal, and periodic tasks.
- Activities such as mowing, edging, irrigation checks, hedge/tree trimming, trash maintenance, fence inspection, and parking lot cleanup will follow set seasonal or frequency-based schedules.
- All work must be documented and submitted to the Director of Facilities or designee.
- Groundskeepers shall follow the **Groundskeeping Safety Manual**, receive ongoing training, and use properly maintained equipment.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

B. Integrated Pest Management (IPM)

PURPOSE
To minimize pesticide use while protecting the health of students, staff, visitors, and the environment.

Guidelines:

- **Pesticides may only be applied when pests are present**, based on observation or evidence. Routine or calendar-based spraying is prohibited (except for construction-related or specific outdoor measures).

- Only **NMDA-certified applicators** or trained staff under their supervision may apply pesticides, and only NMDA-approved products may be used.

- **Safety protocols:**

    - No pesticide application (liquid, aerosol, fumigants) is permitted when students, staff, or visitors are present or expected within **6 hours** of application.
    - Emergency applications require removal of occupants before treatment.
    - Crack-and-crevice treatments, gel baits, and bait stations are exempt.

- **Notification and Recordkeeping:**

    - Parents/guardians may opt in for advance notification of pesticide use.
    - Signage must be posted immediately after emergency applications.
    - Records of pesticide applications shall be maintained for **3 years** at each site and made available upon request.

Grounds Plan & Athletic Facilities Maintenance
Policy #13.0

C. Synthetic Turf Maintenance

PURPOSE
To maintain all artificial turf surfaces for safe play, consistent performance, and long-term durability.

Guidelines:

- Routine grooming is required every **80–200 hours of use** using a drag broom designed for turf.

- Additional grooming must be performed in high-use zones (e.g., goal areas) where infill displacement occurs.

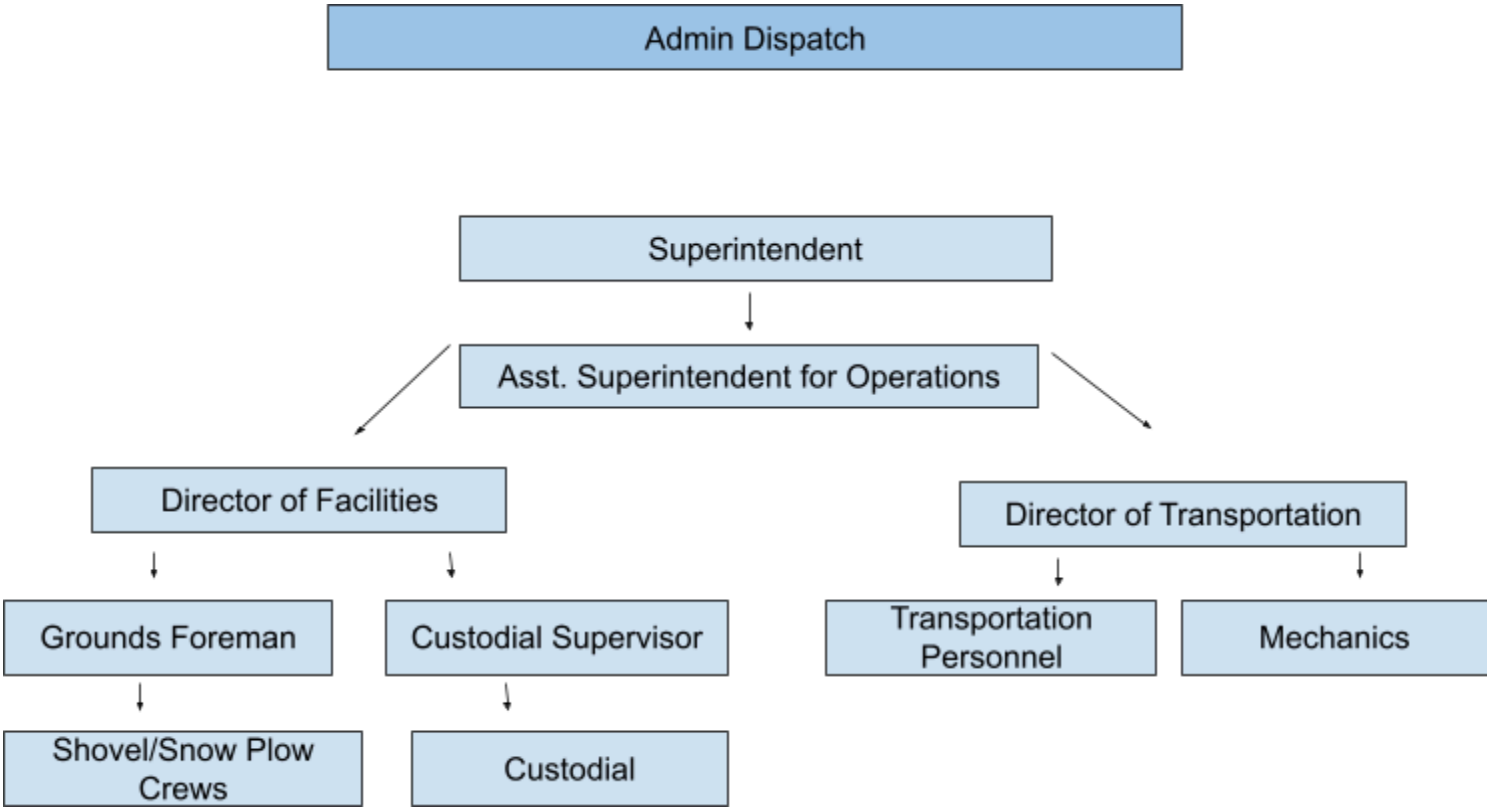
- Grooming objectives include:
    - Maintaining even infill distribution
    - Keeping fibers upright and aligned
    - Removing debris such as dirt, leaves, and litter

- Routine maintenance ensures:
    - Safe and consistent footing and ball response
    - Maximum service life of the turf system
    - Preserved aesthetic quality of athletic facilities

Los Alamos Public Schools
Grounds Keeping Preventive Maintenance Tasks & Frequency Inspection
All Grounds 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
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

Snow Removal Plan
Policy #14.0



Snow Removal Plan
Policy #14.0

POLICY

The Los Alamos Public School District is committed to maintaining safe and accessible streets, sidewalks, and parking areas at all district and leased facilities during periods of snow and ice accumulation. The district will implement coordinated snow and ice removal procedures to protect students, staff, and visitors while minimizing disruption to educational activities.

All snow and ice removal activities will follow established notification, response, and operational protocols to ensure timely and efficient clearance of district properties.

PROCEDURE

1. Notification of Conditions

- L.A. County Roads/Admin Dispatch will notify the Superintendent which then will notify Asst. Superintendent of Operations, following the Director of Facilities and Director of Transportation as soon as snow starts to accumulate on streets and sidewalks.
    - Note: Accumulation is defined as main roads being covered from curb to curb.
- The Director of Facilities will notify Custodial Supervisor/Grounds Foreman to contact plow/shovel crews and custodial staff.
- The Director of Transportation will notify transportation personnel and mechanics.

2. Action Required

Plow/Sanding & Shovel Crews:

- **During workday:** If snow is falling, the decision on start time will be made prior to leaving work when possible.
- **Between quitting time and midnight:** Plowing will start at a time determined by the Director of Facilities, usually by midnight.
- **After midnight:** Plow crews will begin as soon as possible upon arrival.
- Shovel Crews start determined on snow accumulation.

Snow Removal Plan
Policy #14.0

3. Staffing and Equipment Allocation

Facility Type	Employees	Equipment Allocation
Elementary Schools	1	1 snow blower or ATV
Middle School	1	1 ATV and 1 snow blower
High School	2	1 UTV and 1 ATV
Leased Facilities	6	1 snow blower, 1 ATV, and 1 UTV

Additional custodians may be called out at the Custodial Supervisor's discretion.

4. Responsibilities

- **Head Custodians:** Responsible for shoveling sidewalks and spreading ice melt/sand as needed throughout the day. Materials will be supplied upon request from Maintenance.
- **Site Custodians:** Survey walks and parking lots daily for icy conditions.
- **Maintenance Personnel:** Assist with heavier snowfalls as workload allows and conditions warrant.

5. General Guidelines

- Safety of students, staff, and visitors is the highest priority.
- Snow and ice removal activities must comply with district safety standards and use all appropriate personal protective equipment (PPE).
- Documentation of snow and ice removal activities should be maintained for operational and review purposes.

6. Plow Site Assignments

Snow plowing operations are assigned to the following facilities:

Aspen Elementary	Canyon Complex
Barranca Elementary	Canyoncito
Chamisa Elementary	Pueblo Complex
Mountain Elementary	Mesa Complex
Pinon Elementary	Little Valley
Los Alamos Middle School & Los Alamos High School	Pajarito Complex

Snow Removal Plan
Policy #14.0

Phone List and Alternatives

Name	Cell/Other #
Jennifer Guy	(505) 663-2228 | (505) 470-7660
Tom 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

Name	Cell/Other #
Orlando Garcia	(575) 581-4450 | 505.490.2897
Santos Pacheco	(505) 913-0683
Jesus Perez	(505) 484-9949
Leroy Trujillo	(505) 692-0275

Shovel Crew

Name	Cell/Other #
Tony Vigil	(505) 927-4181
Gilbert Rivera	(505) 470-7223
Josemanuel Gamboa	(505) 577-6824
Anthony Casados	(505) 492-6107
Chance Larson	(505) 470-0490

Los Alamos County Contacts:

- **Dan Erickson - (505) 231-2146 or (505) 663-1777**
- **Philo Shelton - (505) 695-8174**

Service Contract & Vendor Oversight

Policy #15.0

POLICY

The Los Alamos Public School District may engage outside service vendors to perform or supplement maintenance tasks beyond the qualifications of district maintenance and custodial staff. This includes, but is not limited to, HVAC, Life Safety, and Project Management services (project, construction, and architectural vendors).

All contractors and vendors are expected to perform work professionally, adhering to the highest quality standards, the district Code of Conduct, and all applicable safety regulations.

PROCEDURES

1. Contractor/Vendor Expectations and Responsibilities

- Contractors/vendors shall perform work professionally and maintain the highest quality standards.
- All contractors/vendors shall comply with district procedures, safety guidelines, and the Code of Conduct while on school property.
- Contractors/vendors shall avoid direct contact with students and adhere to the district's tobacco-free policy.
- Work shall not commence until an approved district purchase order is issued, including proper quotes, proposals, invoices, and warranty information.

2. Service Expectations

- Contractors/vendors shall review and understand the scope of work and request any additional information necessary to prepare accurate proposals.
- Proposals shall include:
    - Detailed cost breakdown, including labor, materials, and delivery if applicable
    - Estimated timeframe (hours, number of technicians, overtime)
    - Contractor license number and proof of liability insurance
- Contractors/vendors must follow all applicable building codes and obtain required permits.
- Work shall be performed to minimize disruption or discomfort to occupants and prevent damage to buildings or systems.
- Utilities must be restored, and equipment returned to normal operating condition upon completion.
- A final report, including invoice and warranty information, must be provided prior to payment.

Service Contract & Vendor Oversight

Policy #15.0

3. District Staff Responsibilities

- Provide clear, concise scope of work.
- Provide oversight and final inspection of completed work.
- Coordinate work with school site personnel as needed.
- Provide final approval before work is considered complete.

4. Access Control

- Contractors/vendors must sign in at each site; sign-in logs are maintained at the front desk.
- District-issued equipment (keys, access cards, badges) must be returned at the end of the scope of work.

5. Safety Policies

- Contractors/vendors are fully responsible for the safety of their employees and adherence to OSHA and state building codes, including Lock Out/Tag Out procedures.
- Appropriate PPE must be used by all workers and visitors to the work zone.
- Contractors/vendors shall provide signage and temporary safety devices to protect students and staff.
- Safety measures must ensure that work areas are separated from students and school personnel when necessary.

6. Communication

- The Facilities Department shall designate a job manager for each contract.
- All communication with contractors/vendors shall occur through the assigned job manager or designee.
- Frequency of communication:
    - Weekly for long-term projects
    - Daily for short-term projects or work lasting less than one day

7. Documentation of Work

- Contractors/vendors shall train district staff on the operation and care of installed equipment.
- Operational manuals must be provided for all installed equipment.
- Superintendent, Director of Facilities, or designee shall approve completed work, including visual inspection of equipment.
- Contractors/vendors shall provide training on newly installed equipment to appropriate maintenance staff.

Service Contract & Vendor Oversight
Policy #15.0

8. Warranty

- Contractors/vendors shall provide all warranty documentation to appropriate staff (principals, superintendents).
- Longer warranty information for replacement parts must be documented and provided to district representatives.

9. FIMS Documentation

- All contractor/vendor work shall be documented in the FIMS/Brightly Work Order system.
- Documentation shall include labor, materials, contract information, and references to district approvals and purchase orders.

Maintenance Resources in NM

New Mexico Public Facility Managers Association (NMPFMA)

Formed in 2017, the NMPFMA supports public school facility managers statewide. It is governed by a 17-member board and exists to:

- Promote training and professional development for facility staff
- Share ideas, experiences, and best practices across districts
- Encourage preventive maintenance and operational efficiency
- Build partnerships with superintendents, legislators, and community leaders
- Recognize the value of school facilities as community assets

Executive partners include NM Cooperative Educational Services (CES), NM Public School Insurance Authority (NMPSIA), and the NMPSFA.

- **Contact**: Bill Lewis, President | 575.739.2248

Facility Managers Operational Staff Certificate Program

This program was developed in collaboration with state agencies and districts to enhance knowledge and skills.

- Participants may take individual courses or complete all requirements for a **Certificate of Completion**.
- Graduates are recognized at the **NM CES Fall Facility Managers Conference**.
- **Contact/Info**: www.ces.org

Ben Luján Maintenance Awards

Recognizes maintenance and operations staff who provide **above-and-beyond service** in supporting school facilities and the educational environment.

- Awards are announced each August and presented annually at the **Fall Facility Managers Conference** during a recognition luncheon.
- **Contact**: NMPSFA Maintenance Group | 505.843.6272

Construction Industries Division (CID)

All contractors in New Mexico must be licensed in accordance with the **Construction Industries Licensing Act (NMSA 14.5.2, NMAC 14.6.4, 1978)**. This applies to general construction, electrical, mechanical, plumbing, and LP gas contracting

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New Mexico Public School Insurance Authority (NMPSIA)

The NMPSIA provides **comprehensive insurance coverage and risk management services** to New Mexico public schools, charter schools, and certain other educational entities. The goal is to protect districts' people, property, and operations through affordable, reliable insurance programs and proactive risk-reduction strategies.

Programs and Services Include:

- **Property and Liability Insurance** – Protects facilities, equipment, vehicles, and district assets.
- **Workers' Compensation Coverage** – Provides protection for employees injured on the job.
- **Employee Benefits** – Health, dental, vision, life, and disability insurance programs for school employees.
- **Risk Management Support** – Training, resources, and consultation to minimize liability and improve safety in schools.

By pooling resources statewide, NMPSIA is able to offer broad coverage at competitive costs while supporting school districts with expertise in **claims management, compliance, and loss prevention**.

- **More Information**: www.nmpsia.com | Phone: 1.800.548.3724

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Maintenance Glossary of Terms

The Facility Management Definitions and Acronym Guide

NM Public School Facilities Authority – Maintenance Division 2022/2023

A

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 Plan Administrators (formerly): APPA used to stand for the Association of Physical Plan 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.

B

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.

C

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

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.

E

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.

F

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 Brightly 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 Brightly 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.

G

GSF – Gross Square Footage: all enclosed space a facility takes up, as measured from the exterior wall.

H

HVAC – Heating, Ventilation, & Air Conditioning: trades/assets that pertain to temperature control and air circulation.

HVACR – Heating, Ventilation, Air Condition, & Refrigeration: See HVAC

I

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.

K

KPI – Key Performance Indicator: a numerical metric used to measure the success of an activity.

L

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.

M

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.

N

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.

O

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.

P

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.

R

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.

RCX – 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.

S

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.

T

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 craftsperson. 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.

V

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

W

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.

Y

YTD – Year to Date (KPI): commonly used time frame when monitoring performance metrics.