



Preventive Maintenance Plan 2021

**21st Century Public Academy
4300 Cutler Ave NE
Albuquerque, New Mexico 87110
Contact Information: 505-254-0280**

Facilities Manager

Date

CEO

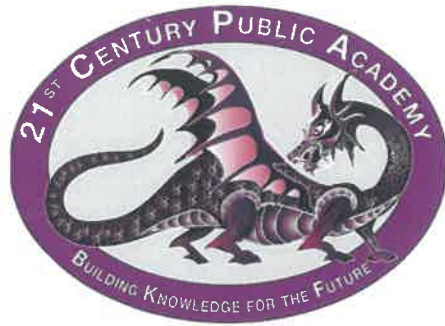
Date

Governance Council President

Date

Other

Date



21st Century Public Academy

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21st Century Public Academy

**Preventive Maintenance Plan
Introduction, Purpose, Mission and Policy
Statement**

Policy # 1.0

INTRODUCTION

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

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

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

MISSION / VISION

It is the mission of 21st Century Public Academy to continually search for positive learning experiences that enrich students and staff. Whenever possible, these lessons will take place in the arena in which they are practiced.

21st Century Public Academy will provide experiences, situations, and opportunities for students to develop talents and to understand their role in the community. The body, mind, and spirit of each person will grow through lessons learned at school. Students will acquire a sense of personal responsibility, independence, and community interdependence.

The purpose of the 21st Century Public Academy Schools Preventive Maintenance Program is to ensure that the physical condition, educational suitability and physical infrastructure of all public school facilities in New Mexico meet an adequate level statewide and the design, construction and maintenance of school sites and facilities encourage, promote and maximize safe, functional and durable learning environments in order for the state to meet its educational responsibilities and for New Mexico's students to have the opportunity to achieve success.

In addition, the preventive maintenance program will develop systematic and comprehensive methods for the development and effective implementation of an equipment management



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program for the district to provide a process for meeting or extending the service life of facility equipment, systems and components, conducive to the needs of the students and teachers learning environments.

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

DESCRIPTION

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

POLICY

The 21st Century Public Academy School has created a preventive maintenance plan to ensure the district properly maintains its facilities, mechanical systems and equipment so they are efficiently operational providing a comfortable and safe environment for its students, staff, visitors and guests by performing frequency scheduled routine maintenance. This Preventive Maintenance Plan is an overview of the Districts program.

It is the policy of the 21st Century Public Academy School to utilize a written process to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules. 21st Century Public Academy will utilize a written process in addition to School Dude "CapitalForecastDirect" and "Asset Essentials Core" software.



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OBJECTIVES

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

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

SCOPE

This preventive maintenance program is fully applicable to all 21st Century Public Academy School sites in assisting directors, maintenance supervisors and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment, and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of the 21st Century Public Academy School to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

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

Policy # 1.0



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**Preventive Maintenance Plan
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Policy # 1.0

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


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

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

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

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

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

 <p>21st Century Public Academy</p>	<p>Maintenance Goals</p>	<p>Policy # 2.0</p>
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POLICY

It is the policy of the 21st Century Public Academy to create a list of reasonable goals for the maintenance program in an effort to identify opportunities for improvements in critical or weak areas of the department supporting the schools educational environments. The following goals for the 2021 school year have been created and include a plan of action and timelines for completion.

MAINTENANCE PERFORMANCE GOALS – See attachments for additional goals and recommendations.

Maintenance Goals should be Specific, Measurable, Attainable, Realistic and Time-lined.

1. Create a written, realistic Preventive Maintenance Plan by Jan 1, 2021.
2. Sustain a 80-95% Life Safety and HVAC equipment PM Completion rate for FY 2021.
3. Develop and implement a maintenance staff development plan by June 30, 2017 in an effort to maintain the skills necessary to maintain both new and old equipment.
4. Create a schedule for facility environmental tours (5 days). Create a template/report for the environmental safety tours 10 days and implement the plan within 30 days.
5. Drive an 80% Maintenance performance rating as measured by the Facility Maintenance Assessment Report (FMAR).

PREVIOUSLY ACCOMPLISHED MAINTENANCE GOALS

Previously accomplished Maintenance Goals:

1. Paint interior of entire school.
2. Strip and wax all vinyl floors.
3. Installed new approved landscaping for Phase I
4. Installed new exterior LED lighting on the building Phase I and parking lot.
5. Installed whiteboards throughout the school
6. Installed overhead projectors in all classrooms.
7. Restriped the parking lot.
8. Installed new wireless equipment throughout the school.
9. Repaired HVAC serving the 5th grade classrooms.
10. Established a building sanitation procedure with the purchase of new equipment, janitorial training, and new procedures.
11. Rearranged classroom furniture to facilitate COVID-19 established guidelines.
12. Installed new mini blinds throughout Phase II.
13. Purchased and installed shelving in the janitor's closets to store COVID-19 remediation products.
14. Purchased and installed room number signage throughout the school.
15. Purchased and installed exterior signage reflecting "private property "do not enter".
16. Repaired three backflow check valves.

References:

PSFA:
NM State Statute

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21st Century Public Academy

**Maintenance Organizational Structure
and Staffing Responsibilities**

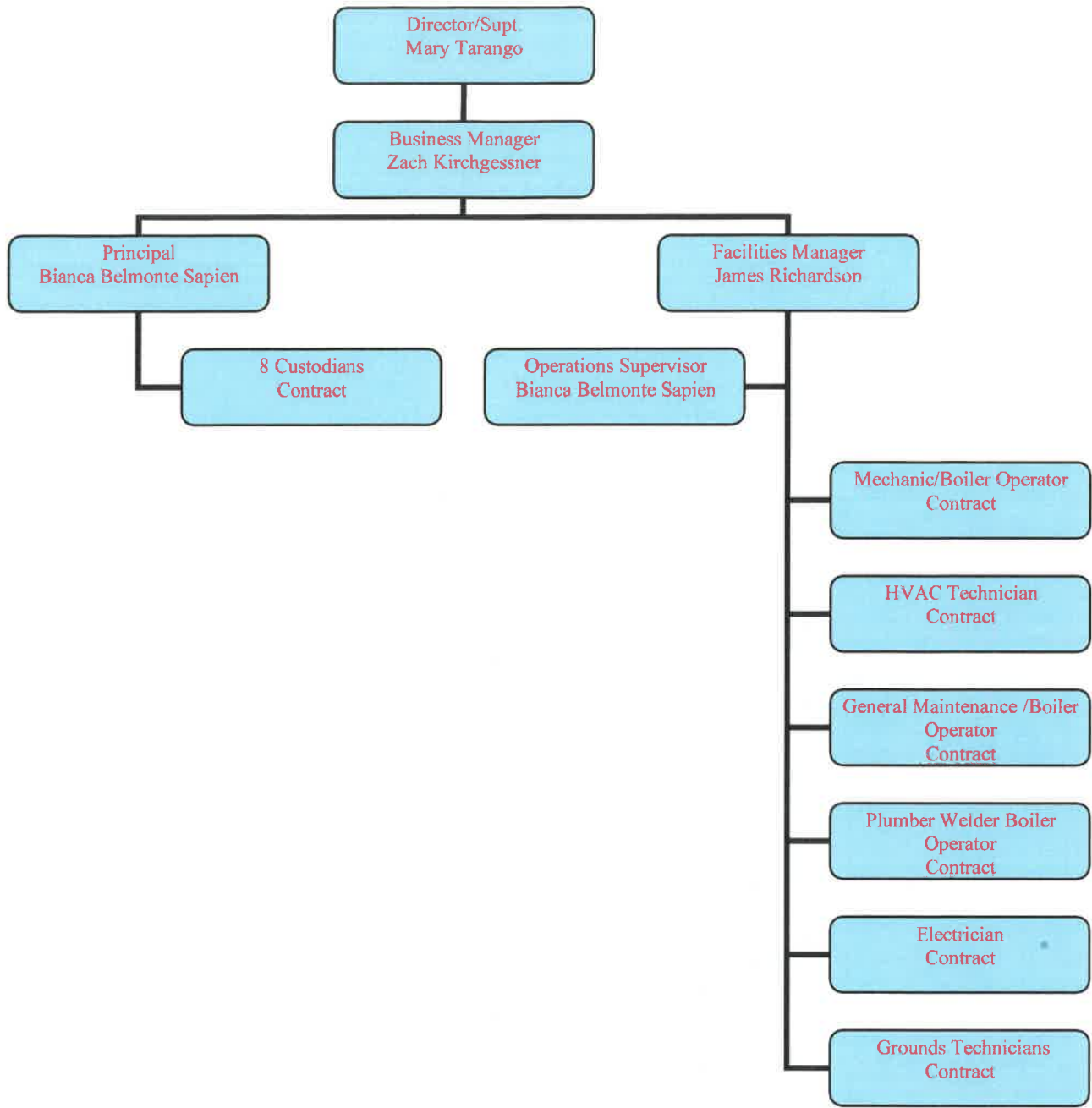
Policy # 3.0

POLICY

It is the policy of the 21st Century Public Academy to establish a routine maintenance staffing and organizational structure and staffing responsibilities to define effective lines of communication and approval processes.

PROCEDURE

The 21st Century Public Academy has developed the attached maintenance and operations organizational chart structure.



References:

PSFA:
NM State Statute

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SUPERINTENDENT/DIRECTOR: The Superintendent provides direct supervision to the Business manager, the maintenance supervisor, and the custodians. The Superintendent secures necessary funds, and resources, to provide quality assurance for facilities and grounds and ensures the districts safety plan is implemented.

BUSINESS MANAGER: Based upon the guidance of the Director, the Business Manager assists the maintenance and custodial group with needed resources, providing the most appropriate funds for supplies, equipment, and service contracts. The Business Manager also develops the maintenance budget based upon analysis of past expenditures and projected requirements.

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

OPERATIONS SUPERVISOR: assists Facilities Manager with running the department: assist in administrating the Maintenance Direct and Preventive Maintenance programs, checks out tools and equipment. Shop keeping. Inventory, work orders as assigned. Keeps track of purchase orders, takes responsibility of the department when supervisor is out. Assists any of the technicians with work helps oversee quality of work. Helps with weekly on call after hours, if needed.

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

GENERAL MAINTENANCE (This is a contract position hired as needed) completes any building repairs and checks on the buildings, changes light bulbs, painting, dry wall, changes ceiling tiles, window repair, glazing, work orders as assigned, roof repairs, replacing doors, remodels, move furniture, fixing furniture, minor carpentry assembling furniture. Duties as assigned, stucco and plaster repairing and concrete floor care, base cove, assist with grounds when assigned to help.

GENERAL TECHNICIAN: (This sis a contract position hired as needed) completes any building repairs and checks on the buildings, changes light bulbs, painting, dry wall, changes ceiling tiles, window repair, glazing, work orders as assigned, roof repairs, replacing doors, remodels, move furniture, fixing furniture, minor carpentry assembling furniture. Duties as assigned. stucco and plaster repairing and concrete, floor care, base cove, assist with grounds when assigned to help.

GROUNDS KEEPER: (This a contract position hired as needed) mows grass, pulls weeds, landscapes, irrigation maintenance, hedges, snow removal, moves furan as assigned. Prunes trees. Horticulture, fertilizes trees shrubs, plants flowers, irrigates, helps sets up events. Sets up holiday lights. Concrete finishing and installation

References:
PSFA:
NM State Statute

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

LOCKSMITH: (This is a contract position hired as needed) changes locks as needed, duplicates keys, this is a new position we just started and is not completely in full force yet. But we are bringing the locksmithing in house.

MECHANIC: (This is a contract position hired as needed) completes all repairs to the grounds equipment as needed. Maintains and repairs tractors, fixes and maintains electric golf carts, keeps snowplow and snow blowers in check. He is not a full certified mechanic but does the general maintenance on most gas operating equipment we have.

PLUMBER: (This is a contract position hired as needed) journeyman plumber. Completes all plumbing maintenance and repairs on campus; sewer, water, and irrigation; replaces sinks, toilets, faucets, gas lines as needed. Checks and maintains Backflow preventers as needed

WELDER: (This is a contract position hired as needed) certified welder completes any welding repairs, and welding projects needed.

ELECTRICIAN: (This is a contract position hired as needed) journeyman electrician completes all general electrical maintenance and repairs as needed. Light bulb changes, ballasts, changes outlets, light fixtures, runs electrical power as needed. Checks emergency lights, exits lights, fire alarms. Does safety prevention does fire drills, checks fire extinguishers, runs new service with breaker boxes. Upgrades older electrical brings and keeps electrical components to code. Works on high and low voltage

Note: everyone assists with weekend on calls for emergencies. (i.e. rotate weekends). All these technicians do other jobs as assigned when the helps is needed like grounds work.

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

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

CUSTODIAN: (This is a contract position hired as needed) Responsible and accountable for performing custodial services at all school buildings on campuses.

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

References:

- PSFA:
- NM State Statute

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

SECURITY: (This is a contract position hired as needed and /or 242-COPS) assist the school in the resolution of conflict and suspected vandalism or serious personnel issues.

The chart below reflects the most recent staffing plan narrative for 21st Century Public Academy:

Staffing Chart	Current 19-20	Anticipated 20-21	Anticipated 21-22	Anticipated 22-23
				2nd
				2nd
			3rd	3rd
			3rd	3rd
		4th	4th	4th
		4th	4th	4th
	5th	5th	5th	5th
	5th	5th	5th	5th
	6th ELA	6th ELA	6th ELA	6th ELA
	6th Math	6th Math	6th Math	6th Math
	6th Sci	6th Sci	6th Sci	6th Sci
	6th SS	6th SS	6th SS	6th SS
	7th ELA	7th ELA	7th ELA	7th ELA
	7th Math	7th Math	7th Math	7th Math
	7th Sci	7th Sci	7th Sci	7th Sci
	7th SS	7th SS	7th SS	7th SS
	8th ELA	8th ELA	8th ELA	8th ELA
	8th Math	8th Math	8th Math	8th Math
	8th Sci	8th Sci	8th Sci	8th Sci
	8th SS	8th SS	8th SS	8th SS
	Art	Art	Art	Art
	Media Arts (.5)	Media Arts (.5)	Media Arts (.5)	Media Arts (.5)
	Media Arts	Media Arts	Media Arts	Media Arts
	Music	Music	Music	Music
	PE	PE	PE	PE
	PE	PE	PE	PE
	PE5th (.2)	PE 4th (.2)	PE 3rd/4th (.4)	PE2nd/3rd/4th (.6)
		PE 5th (.2)	PE 5th (.2)	PE 5th (.2)

References:

PSFA:
 NM State Statute


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	SUPPORT STAFF	SUPPORT STAFF	SUPPORT STAFF	SUPPORT STAFF
	OT	OT	OT	OT
	SLP	SLP	SLP	SLP
	Head SPED	Head SPED	Head SPED	Head SPED
	SPED	SPED	SPED	SPED
	SPED (.8)	SPED	SPED	SPED
	SW	SPED (.8)	SPED (.8)	SPED (.8)
	EA	SW	SW	SW
	ADMIN STAFF	EA	EA	EA
	CEO	EA	EA	EA
	Admin Asst.	EA	EA	EA
	Admin Office Manager	ADMIN STAFF	ADMIN STAFF	ADMIN STAFF
	Facilities	CEO	CEO	CEO
	Principal	Admin Asst.	Admin Asst.	Admin Asst.
		Admin Office Manager	Admin Office Manager	Admin Office Manager
		Facilities	Facilities	Facilities
		Principal	Principal	Principal

References:

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 NM State Statute

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 21 st Century Public Academy	Maintenance Priorities and Procedures	Policy 4.0
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POLICY

Routine Maintenance Work Orders

The 21st Century Public Academy currently processes maintenance work orders through a written means and / or e-mail methodology. Department leads provide work requests via the internet which the Maintenance Supervisor reviews, approves, and assigns work to the technicians. On some occasion's requests are sent via email directly to the maintenance supervisor who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem, they correct the issue and create a work order. All Closed (routine and PM) work orders should have the following required fields populated to maintain a level of high quality and integrity: 21st Century Public Academy will be transitioning to the School Dude software for all the maintenance activities by early 2021.

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

Reports developed are used at staff meetings for continuous improvement of operations.

 <p>21st Century Public Academy</p>	<p>Maintenance Priorities and Procedures</p>	<p>Policy 4.0</p>
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Preventive Maintenance Work Orders

Routine maintenance assignments are completed by the Facilities Manager. Upon completion the associated paperwork is filed in the maintenance category related to, painting, furniture, electrical, plumbing, floors, etc. Once School Dude software is implemented all work orders will be generated and recorded appropriately by the software.

Nonroutine work orders that require contractor services will be preserved in a file related to the contractor. Once School Dude is implemented all records will be entered into the School Dude software program.

DEFINED PRIORITIES

21st Century Public Academy School has established the following work priority definitions for the maintenance department for effective response to requested work requests.

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

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


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

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

References:

- PSFA:
- NM State Statute

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 <p>21st Century Public Academy</p>	<p>Maintenance Priorities and Procedures</p>	<p>Policy 4.0</p>
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DEFERRED is used for those projects, which are not necessarily required but are desirable. As a rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay is stating.

References:

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 NM State Statute

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21 Century Public Academy

Inspection and Maintenance Schedules Equipment Inventory

Policy 5.0

POLICY

The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful and efficient operation of 21st Century Public Academy site.

PROCEDURE

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

Prescribed equipment inventories, maintenance schedules, PM frequencies and inspection tasks must be developed for each of the district schools.

Attachment: List of major facility equipment inclusive in the PM program. HVAC, Life Safety, Structures, Utilities, Plumbing etc. This list is provided in School Dude format

Attachment:

Current Preventive Maintenance Schedule
Floor Plans of Phase I and Phase II (Architectural)
Map showing the school location (Google)
Map showing plan view (Architectural)
School Dude: Equipment Inventory/Assets Related to the Preventive Maintenance

Program

Note: Google does not have a current aerial view of the completed building. When one is available it will be added to this document.

Inspection & Maintenance Schedules:

Preventive maintenance requires both timely inspection and appropriate maintenance of buildings, grounds and equipment. To address these needs, the following schedule has been created to serve as a guide for custodial and maintenance staff to follow in their daily efforts of keeping our buildings and grounds comfortable and conducive to learning. Just as building needs change so will this form change to keep us current.

- Doors, Main Entrance (Frequency: Semiannual)
- Drains, Areaway, Driveway, Storm (Frequency: Semiannual)
- Emergency/Exit Lights, (Frequency: Quarterly)
- Fences and Gates, Security/Access (Frequency: Semiannual)
- Fire Control Valves (Frequency: Quarterly)
- Fire Doors – (Frequency: Quarterly)
- Fire Extinguishers – Inspection (Frequency: Monthly)
- Hot Air Furnace (HVAC) (Frequency: Annual)
- Hot Water Heater – Gas (Frequency: Annual)
- Lighting, Outside, (Frequency: Semiannual)
- Roofs, Drains, Gutter and Downspouts (Frequency: Semiannual)
- HVAC Filter Changes- (Frequency: Quarterly)
- Elevator Inspection- (Frequency: Annual)
- Fire Suppression System Inspection- (Frequency: Annual)
- Fire Alarm Inspection (Frequency: Annual)
- Backflow Valve Inspections- (Frequency: Annual)
- Exterior walls, Finishes and Windows- (Frequency: Quarterly)
- Grounds Systems- (Frequency: Quarterly)
- Interior and Exterior Doors- (Frequency: Quarterly)
- Restrooms, Housekeeping- (Frequency: Monthly)
- Security Systems-(Frequency: Quarterly)

References:

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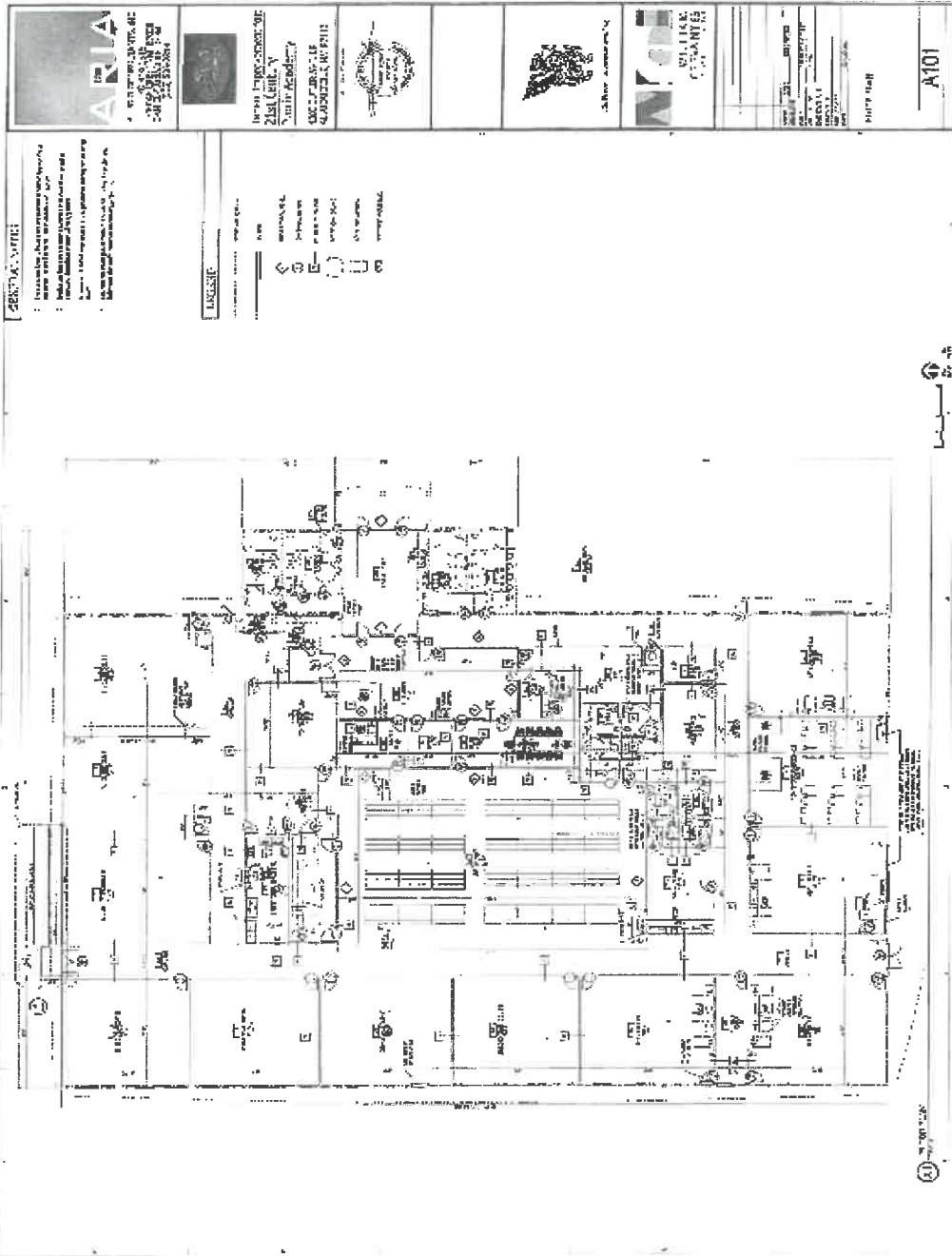
CURRENT PREVENTIVE MAINTENANCE SCHEDULE

EQUIPMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Extinguishers	M	M	M	M	M	M	M	M	M	M	M	M
Backflow Valve Inspections										X		
Doors, Main Entrance	X			X			X			X		
Drains, Areaways	X						X					
Emergency Exit Lights	X			X			X			X		
Fences and Gates				X						X		
Fire Control Valve	X			X			X			X		
Fire Doors	X			X			X			X		
Hot Air Furnace (HVAC)							X					
Hot Water Heaters					X							
Outside Lighting	X						X					
Roofs, Drains, Cutters	X						X					
HVAC Filter Changes	X			X			X			X		
Elevator Inspections								X				
Fire Suppression System Inspection										X		
Fire Alarm Inspection										X		
Exterior Finishes & Windows	X			X			X					
Grounds Systems	X			X			X			X		
Interior & Exterior Doors	X			X			X			X		
Restroom & Housekeeping	X			X			X			X		

References:

PSFA:
 NM State Statute

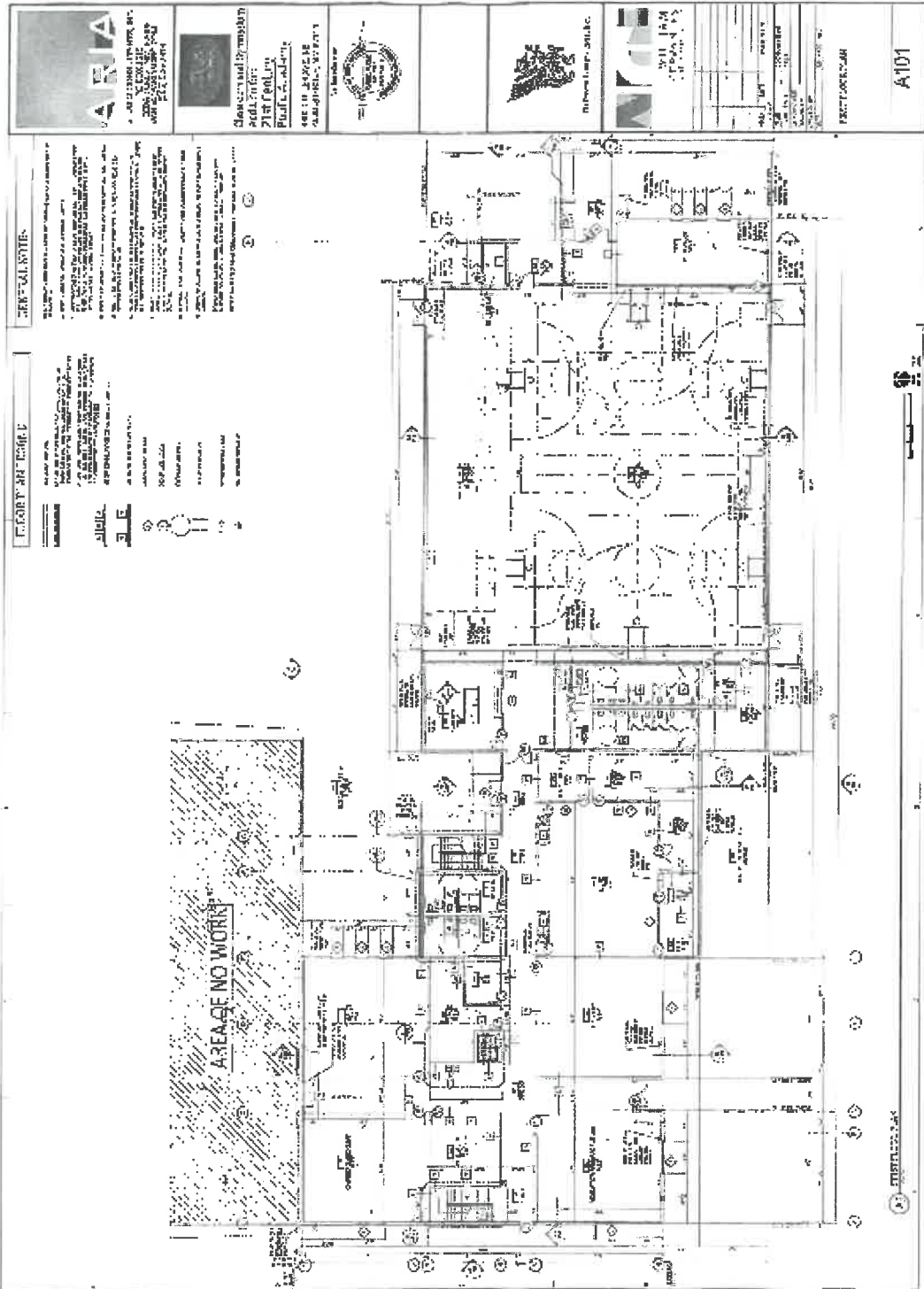
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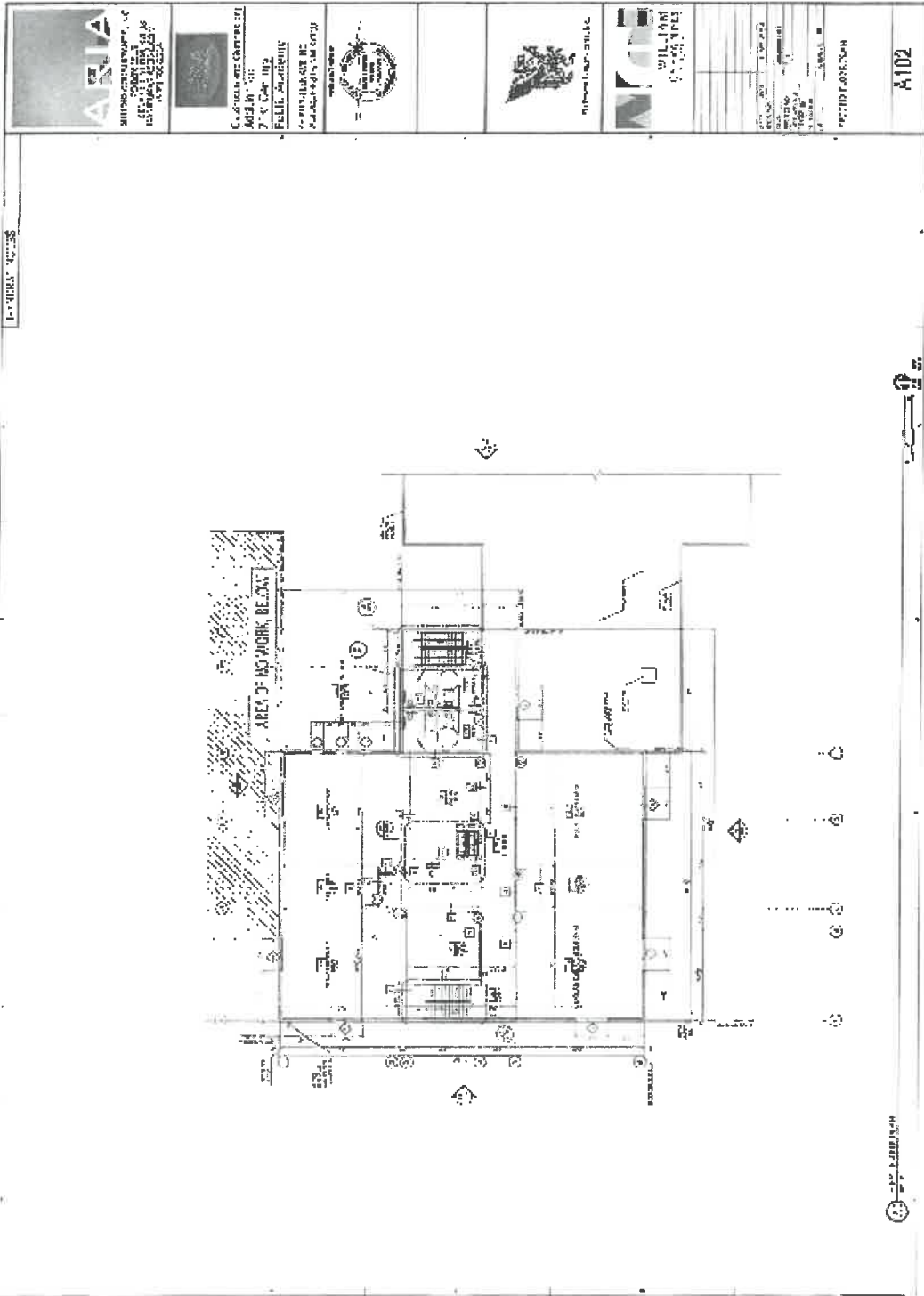
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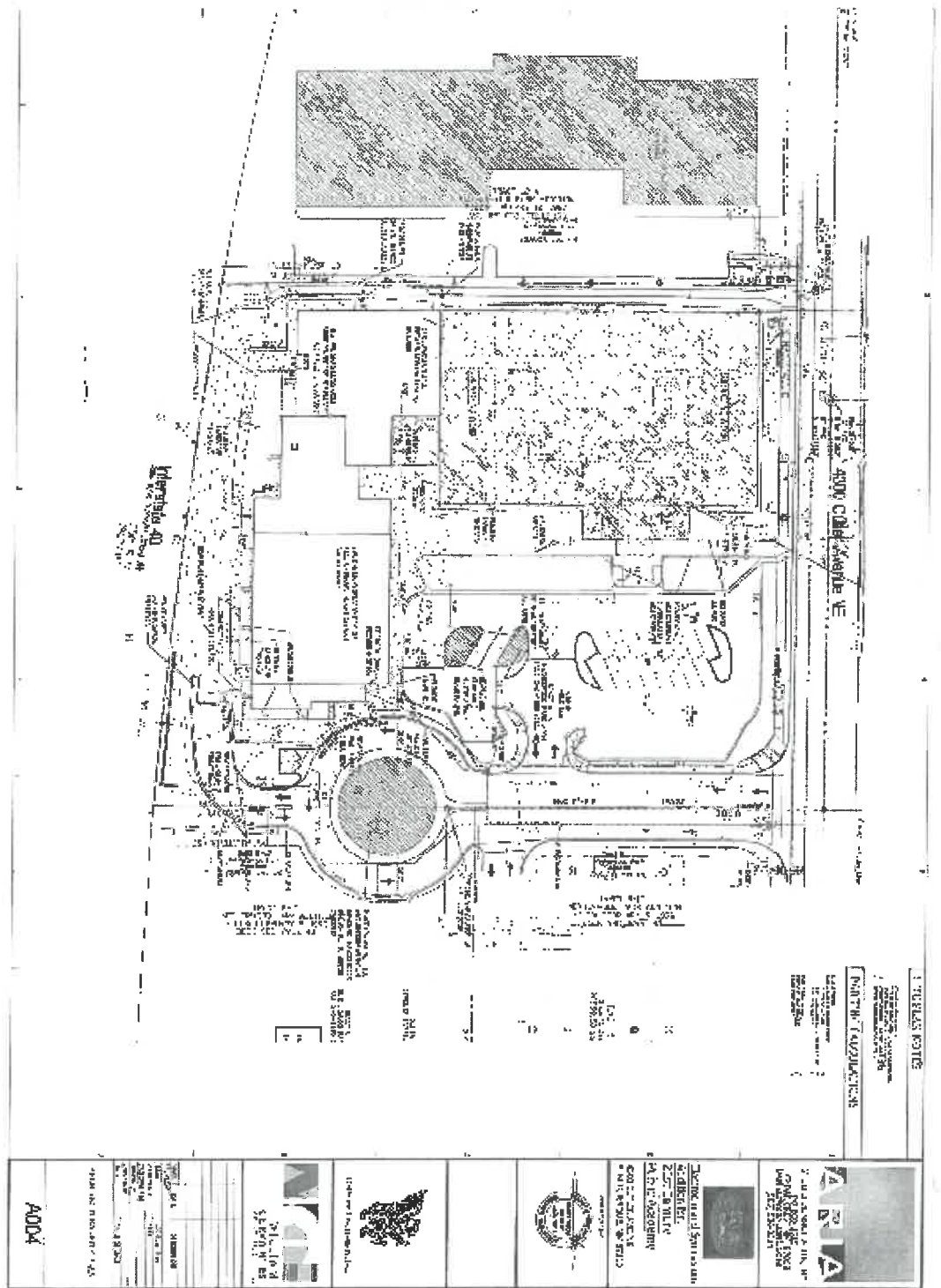
Name	Site Name	Category	Sub Category	Location Name	Location Number	Serial No.	Make	Model	Bar Code	Phase	Original Replacement Date	Current Price	Purchase Date	Life Cycle	Replacement Cost	Category Path
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-1	Carrier	2998620875	48TJEO07521FF			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-2	Carrier	2998620274	48TJDO09511FF			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-3	Carrier	2998620259	48TJEO095132C			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-4	Carrier	4504620100	48TFE006M511			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-6	Carrier	4397620182	48TF008512C			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-7	Carrier	2998620875	48TJEO07521FF			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-8	Carrier	3697620560	48TJEO08511FF			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-9	Carrier	2998621244	48TJEO06010QE			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-10	Carrier	1898621070	48TJEO06010QE			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-11	Carrier	4397620473	48TJFO05501BD			Phase I	2021-2025	N/A	N/A	20-25 yrs.	8000.00	Asset/HVAC/Air Conditioner
Energy Recovery	21st CPA	HVAC	Energy Recovery	ERV-1	RenewAire	1176457C	HE4KRT			Phase I	2021-2035	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Energy Recovery
Energy Recovery	21st CPA	HVAC	Energy Recovery	ERV-2	RenewAire	1176456C	HE4KRT			Phase I	2021-2035	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Energy Recovery
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-1	Carrier	0619C81830	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-2	Carrier	0619C81831	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-3	Carrier	0619C81758	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-4	Carrier	0619C81755	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-5	Carrier	0619C81679	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-6	Carrier	0619C81756	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-7	Carrier	0619C81754	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-8	Carrier	0619C81757	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-9	Carrier	0619C81678	48FCFA062M5A082C0			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	9000.00	Asset/HVAC/Air Conditioner
Hot Water Heater	21st CPA	Plumbing	Water Heater		AO Smith	1635A014968	FGDX 75L 210			Phase-1	2040-2045	N/A	N/A	20-25 yrs.	5000.00	Asset/Plumbing/Water Heater
Hot Water Heater	21st CPA	Plumbing	Water Heater		AO Smith	18291123034	FCG 75 400			Phase-2	2040-2045	N/A	N/A	20-25 yrs.	5000.00	Asset/Plumbing/Water Heater
Hot Water Heater	21st CPA	Plumbing	Water Heater		AO Smith	1207M002179	DFN 30 110			Phase-1	2030-2035	N/A	N/A	10-15 yrs	2000.00	Asset/Plumbing/Water Heater
Fire Alarm Equip.	21st CPA	Fire Protection	Control System		Kidde VS Series	N/A	V54-(G/R/D)-PG/5P			Phase-1	2030-2035	N/A	N/A	10-15 yrs	3000.00	Asset/Fire Protection/Control System
Basketball Score	21st CPA	Electrical	Panel, Communication		Intertek	16060	N/A	BB-1620-4211 Score Board		Phase-2	2030-2035	N/A	N/A	10-15 yrs	6400.00	Asset/Electrical/Panel, Communication
Basketball Score	21st CPA	Electrical	Panel, Communication		Intertek	16060	N/A	BB-1620-4211 Score board		Phase-2	2030-2035	N/A	N/A	10-15 yrs	6400.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Basketball Goal	21st CPA	Electrical	Panel, Communication		DRAPER	N/A	TF-20 Basketball Goal			Phase-2	2040-2045		2019	20-25 yrs	2610.00	Asset/Electrical/Panel, Communication
Gym Bleachers	21st CPA				Hussey Seating	N/A		Gym Bleachers		Phase-2	2040-2045		2019	20-25 yrs	26700.00	Asset/
Backflow Valve	21st CPA	Plumbing			Watts	111327	009m2qt Check Valve			Phase-1	2030-2035	N/A	N/A	10-15 yrs	1000.00	Asset/Plumbing/
Backflow Valve	21st CPA	Plumbing			Febco	9806031233	850 Check Valve			Phase-1	2030-2035	N/A	N/A	10-15 yrs	2500.00	Asset/Plumbing/
Backflow Valve	21st CPA	Plumbing			Wilkins	C13601	475v Check Valve			Phase-2	2030-2035	N/A	N/A	10-15 yrs	2500.00	Asset/Plumbing/
Backflow Valve	21st CPA	Plumbing			Febco	HF15373	765-1 Check Valve			Phase-2	2030-2035	N/A	N/A	10-15 yrs	1000.00	Asset/Plumbing/
Backflow Valve	21st CPA	Plumbing			Febco	FB6167	765-1 Check Valve			Phase-2	2030-2035	N/A	N/A	10-15 yrs	1000.00	Asset/Plumbing/
Backflow Valve	21st CPA	Plumbing			Wilkins	4530850	974XL2 Check Valve			Phase-2	2030-2035	N/A	N/A	10-15 yrs	1000.00	Asset/Plumbing/
Elevator	21st CPA				Schindler	CABQGP201927029	Elevator			Phase-2	2040-2045	N/A		2019 20-25 yrs	N/A	Asset/
Eye Wash	21st CPA	Life Safety	Eye Wash		Guardian	N/A	N/A			Phase-1	2040-2045	N/A		20-25 yrs	500.00	Asset/Life Safety/Eye Wash
Eye Wash	21st CPA	Life Safety	Eye Wash		Guardian	N/A	N/A			Phase-1	2040-2045	N/A	N/A	20-25 yrs	500.00	Asset/Life Safety/Eye Wash
Eye Wash	21st CPA	Life Safety	Eye Wash		Guardian	N/A	N/A			Phase-1	2040-2045	N/A	N/A	20-25 yrs	500.00	Asset/Life Safety/Eye Wash
Eye Wash	21st CPA	Life Safety	Eye Wash		Guardian	N/A	N/A			Phase-1	2040-2045	N/A	N/A	20-25 yrs	500.00	Asset/Life Safety/Eye Wash
27 Emergency Signs	21st CPA	Life Safety	Emergency Exit Signs		N/A	N/A	N/A			Phase 1/,	2030-2035	N/A	N/A	10-15 yrs	N/A	Asset/Life Safety/Emergency
20 Fire Extinguishers	21st CPA	Fire Protection	Fire Extinguishers		N/A	N/A	N/A			Phase 1/,	2030-2035	N/A	N/A	10-15 yrs	N/A	Asset/Fire Protection/Fire
Fire suppression	21st CPA	Fire Protection	Fire Suppression System, Wet		N/A	N/A	Sprinkler System			Phase 1/,	2040-2045	N/A	N/A	20-25 yrs	450000.00	Asset/Fire Protection/Fire

Equipment Inventory/Assets related to The Preventive Maintenance Program In School Dude Format

References:


PSFA:
NM State Statute

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 <p>21st Century Public Academy</p>	<p>Scheduled Preventive Maintenance Tasks</p>	<p>Policy 6.0</p>
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POLICY

It is the policy of 21st Century Public Academy to utilize a written Management System in development and management of Preventive Maintenance tasks for equipment associated with the district sites. 21st Century Public Academy utilizes School Dude Software for the management of all preventive maintenance activities. In addition, the District uses the manufacturer recommendations & guidelines to develop preventive maintenance equipment frequencies and tasks.

It is the policy of 21st Century Public Academy to develop preventive maintenance schedules and tasks for the following critical systems and equipment:

- Roadway, Parking and Sidewalk Systems
- Window Systems
- Exterior Walls and Finishes
- Grounds Systems
- Life/Fire Safety Systems
- Exits and Emergency Lighting Systems
- Heating/Cooling and Ventilation Systems / Air Filters
- Interior and Exterior Doors
- Roof Systems
- Restrooms, Housekeeping and Equipment Room Systems
- Site Drainage Systems
- Plumbing and Water Heater Systems:
- Security Systems
- Site Utility Systems

21st Century Public Academy monitors the effectiveness of the above systems on a regular schedule outlined in Section 5 of this report. If the work suggested after inspections by school personnel is beyond the resources of the school personnel a contractor is utilized for the work. The contractor is licensed, bonded, and insured and is skilled in the work to be done. The contractor provides all the necessary tools and equipment needed to complete the work order. The Facilities Manager supervises the work performed by contractors to ensure all school personnel are kept at a safe distance. Barriers are put in place to secure the work area. If needed, the contracted work is done after school hours to ensure no unnecessary personnel are in the area. School personnel will inspect the finished product and sign off on the project.

The General Inspection Process Performed by School Personnel is Outlined as Follows:

Roadway, Parking and Sidewalk Systems:

Concrete sidewalks are inspected for uneven surfaces, cracks, and physical damage.
Asphalt surfaces are inspected for uneven surfaces, cracks, and general wear and tear.
All parking places are inspected for striping, handy cap signage, and curbing.

Window Systems:

The windows do not open therefore the inspection consists of viewing each window to look for cracks or damage caused by vandalism or storm damage. Window seals are also viewed for deterioration or damage.

Exterior Wall and Finishes:

View the building exterior for storm, vandalism, or graffiti damage.
Note condition of exterior wall finish relative to cracks or significant color abnormalities.

Grounds Systems:

View the landscaping when the sprinklers are on and note any abnormal occurrences related to the irrigation system. Review the condition of the plants and determine if they are receiving adequate water. Note any dead or broken foliage. Note any unusual water flow parameters around the plants which suggest a problem with the irrigation tubing. Record any abnormal surface imperfections which may indicate a water leak underground. Pick up any debris in and around the plants.

Life/Fire Safety Systems:

View all exit signage for proper operation. Ensure all handrails, floors and egress pathways are secure and free of obstacles impeding safety exits. View fire extinguishers for impedance of retrieval in an emergency. View classrooms exit pathways to ensure a clear exit.

Exits and Emergency Lighting Systems:

View all building exits for proper operation and accessibility. View and test emergency lighting units per the attached schedule and schedule repair or replacement as needed.

Interior and Exterior Doors:

View and operate all doors for proper operation. Adjust door closure mechanisms to ensure proper self-closure operation. Consult manufacturers literature for design operation parameters.

References:

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NM State Statute

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Roof Systems:

View all roof areas for apparent weather-related problems. Inspect all interior ceiling tiles for water spotting and notify contractor for remediation costs and/or warranty considerations. View all roof drainage areas for debris and nontraditional puddling. View HVAC condensate lines for integrity.

Restrooms, and Housekeeping:

All restrooms are cleaned by the janitorial staff daily. View restrooms for loose toilet seats and/or improperly operating water faucets. Check all urinal screens for integrity. Check all soap dispensers and paper towel dispensers for proper operation and integrity. View all toilet doors for proper operation. Check for exhaust fan operation. Check toilet paper dispensers for integrity. View the janitorial closets for effective operation concerning the janitors floor sinks and storage of all janitorial supplies and equipment. Check for sanitary handling of all janitorial supplies and equipment.

Site Drainage System:

All water runoff at the school goes to the street. Ensure the passages under the sidewalks are clear of debris as well as the west side concrete drainage channel. View the south side drainage channel and holding pond for obstruction and debris. There is no standing water on the premises as a rule.

Plumbing and Water Heater Systems:

View and inspect the three water heaters in the building to insure proper operation. Note any water leakage. The plumbing system serves the bathrooms, science labs, and teachers lounge. There is one exterior water valve outside on the east side of Phase I. This valve is not operational without the proper handle. The plumbing and hot water heating systems are serviced by contractors as needed.

Security System:

The security system consists of exit door monitored alarms and interior motion detectors. This system is maintained by Copperstate Security personnel. Copperstate personnel repair the system as needed. Twenty-four hour seven days a week monitoring is performed by Copperstate.

Site Utility System and Electrical Distribution System:

This consists of one transformer and several electrical breaker rooms. View all breaker rooms and ensure no unnecessary items are stored in the room that might impede access to the breakers. Actually, nothing should be stored in these rooms.

References:

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NM State Statute

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DOORS, MAIN ENTRANCE ADDITIONAL DETAIL (FREQUENCY: SEMIANNUAL)

Application:

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

Special Instructions:

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

Checkpoints:

Hinged Doors

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

Recommended Tools, Materials, and Equipment:

1. Review manufacturer's instruction manual for specialized hand tools, equipment and supplies.
2. Graphite. Consult the Material Safety Data Sheets (MSDS) for hazardous ingredients and proper personal protective equipment (PPE).
3. Clean wiping cloths
4. Suitable barriers

References:

PSFA:
NM State Statute

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FIRE EXTINGUISHERS – INSPECTION (FREQUENCY: MONTHLY)

Application:

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

Special Instructions: note: school personnel inspect the fire extinguishers monthly and record their initials on the tag; however, contract licensed personnel actually replace the tag once per year after their annual inspection and/or replace the fire extinguisher as needed.

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

Checkpoints:

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

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


Recommended Tools, Materials, and Equipment:

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

References:

PSFA:
NM State Statute

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 21 st Century Public Academy	Custodial Duties and Responsibilities	Policy 7.0
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POLICY

It is the policy of the 21st Century Public Academy to establish custodial duties and responsibilities, aligned with the job description, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept facility. The following duties and responsibilities for the school have been developed as a guideline to assist in the effective management of contract custodial staff.

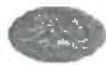


EXHIBIT A – CLEANING & PRICING SCHEDULE COVID PANDEMIC CLEANING SERVICES

Named Areas:

A.	Offices and Common Areas
B.	Classrooms/Computer Lab
C.	Restrooms
D.	Kitchen/Cafeteria/Teacher's Lounge

I. Nightly Cleaning

A. Offices and Common Areas

1. Thoroughly disinfect all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, and all manner of furnishings.
2. Disinfect light switches and door handles.
3. Mop hard surface floors with disinfectant.
4. Disinfect entrance metal door, handles and push bars.
5. Disinfect drinking fountain(s).
6. Clean and disinfect all glass doors & interior windows.
7. Clean and disinfect exterior doors with handles.

B. Classrooms/Computer Lab

1. Mop all hard surface floors with disinfectant.
2. Clean and disinfect all sinks.
3. Disinfect windowsills and ledges.
4. Disinfect all doorknobs and handles.
5. Clean and disinfect all glass doors and interior windows.
6. Clean and disinfect exterior doors with handles.

C. Restrooms

1. Disinfect mirrors and frames.
2. Disinfect cabinet covers.
3. Disinfect toilets and urinals.
4. Toilet seats to be cleaned on both sides using a disinfectant.
5. Disinfect all basins.
6. Disinfect walls around basins.
7. Disinfect partitions, top of mirrors and frames.
8. Mop and rinse restroom floors with a disinfectant.

D. Kitchen/Cafeteria/Teacher's Lounge

1. Mop hard surface floors with disinfectant.
2. Disinfect counter tops.
3. Disinfect trash receptacles.
4. Clean fronts, tops, and sides of trash receptacles with a disinfectant.
5. Disinfect counters tops. Clean and disinfect sink.
6. Clean and disinfect all glass doors & interior windows.
7. Clean and disinfect exterior doors with handles.

PSFA:
NM State Statute

Original Date MM/YY

Review/Revision Date MM/YY

Supersedes all Previous

Approved: _____ Date ___/___/___

PROCEDURES - GENERAL MAINTENANCE

DAILY

1. Remove snow and ice accumulations from sidewalks and entry areas as needed.
2. Sweep sidewalks and entryways.
3. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots.

WEEKLY

- Remove visible weeds
- Sweep walks & gutters
- Rake and clean gravel and mulch areas

MONTHLY/QUARTERLY/SEMI-ANNUAL/ANNUAL

1. Winterize lawn irrigation sprinkler system.
2. Check all door operations and adjust hardware including overhead doors and operators.
3. Supervise annual fire protection test.
4. Supervise annual fire sprinkler system test.
5. Supervise annual backflow protection valve test.
6. Test and service exit lights.
7. Test and service emergency lights.

References:

PSFA:
NM State Statute

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21st Century Public School Academy

District Facilities and Equipment

Policy 8.0

POLICY

The 21st Century Public School Academy shall maintain a current & accurate listing of all schools within the district properties. **Note:** This information can also be obtained from the districts Facility Master Plan and be aligned with this maintenance plan.

PROCEDURE

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

1. School Name and classification (elementary, junior, high etc.)
2. Site Location and address
3. Square footage and/or acreage of sites
4. Student Census Information (MEM Count)
5. Other



21st Century Public Academy

Planned Maintenance and Repair Projects

Policy 9.0

POLICY

It is the policy of 21st Century Public Schools to develop criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the districts planned maintenance and repair projects.

PROCEDURE

Through the maintenance departments data collection processes, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly, semi-annually or annually for the purposes of the development of a plan of correction to the identified variances.

As necessary, this list shall be integrated with the 5 Year *Facility Master Plan*

Below is a list of the schools identified Major Repair Projects:

Replace 9 HVAC units on Phase I rooftop. The new unit will include UV-C and Bipolar Ionization equipment. Current estimates reflect a cost of approximately \$120,000. (covid-19)

Install UV-C and Bipolar ionization equipment in Phase II HVAC units. (covid-19)

Resurface the parking lot. (improve safety)

Install LED lighting in Phase I. (save energy)

Install solar panels for the entire building. (save energy)

Install magnetic door locks on exterior doors. (security)

 <p>21st Century Public Academy</p>	Maintenance Staff Development	Policy 10.0
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POLICY

It is the policy of the 21st Century Public Academy to encourage the development of continued education, and development for contract maintenance and custodial staff.

Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computerized maintenance management software, improvements in products and materials and many others.

PROCEDURE

21st Century Public Academy currently has no maintenance or custodial personnel to train. All work associated with HVAC, plumbing, electrical, construction, roofing, security, fire, and safety, and janitorial is completed by qualified contractors with the appropriate licensure and training.

 <p>21st Century Public Academy</p>	<p>Maintenance Safety Plan</p>	<p>Policy 11.0</p>
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POLICY

21st Century Public Academy does not have a maintenance department currently. Administrative personnel train the staff in emergency procedures, general safety, and health safety. School personnel do not handle any maintenance equipment or perform repairs to the building. All building related repairs are contracted to an organization specifically trained and skilled in the required work.

The application of School Dude software policies and procedures will provide the administration with the tools needed to manage, record, and estimate the cost of maintenance and repairs.

The 21st Century Public Academy Administrative Team develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, contractors and guests other people coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals and Maintenance Policies and Procedures.

Maintenance Policies and Procedures

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

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



21st Century Public Academy

Service Contract and Vendor Oversight

Policy 12.0

POLICY

The 21st Century Public Academy may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction, and architectural vendors).

CONTRACT / VENDOR EXPECTATIONS AND RESPONSIBILITIES

- Every maintenance contractor/vendor performing work for the 21st Century Public Academy is expected to perform work in a professional manner and at the highest quality possible following the districts code of conduct policy.
- All contractors and vendors are informed as to the district's proper procedures, safety guidelines and Code of Conduct while on school property.
- The 21st Century Public Academy and the maintenance contractor are partners working towards the common goal of repairing and or maintaining systems that support the business and educational process of the district.
- Maintenance contractors & vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with students.
- The maintenance contractor, their employees and subcontractors shall adhere to the districts tobacco free policies.
- The contractor / vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines includes proper quotes and proposals associated with invoice & warranty information and proper district approved purchase orders prior to rendering payment for services.

CONTRACT/ VENDOR SERVICE EXPECTATIONS

- Maintenance contractors and vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- It is the responsibility of the contractors and vendors to request any additional information needed to clarify the scope of work.
- Maintenance contractors and vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- Maintenance contractors and vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.
- All contractors and vendors shall include their contractor licensure number on all proposals and provide current proof of liability insurance.
- Maintenance contractors and vendors shall follow all applicable building codes related to the work being performed.
- All contractors and vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.

- Maintenance contactors and vendors shall perform clean up related to contract services in order to complete the work performed.
- Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the buildings occupants or potential damage to the building or systems
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & warranty information associated to a district approved purchase order will be provided to facility /district prior to payment for services rendered.

DISTRICT STAFF RESPONSIBILITIES

- The 21st Century Public Academy will provide clear, concise “Scope of Work” for any work requested.
- The 21st Century Public Academy will provide oversight of work performed including final inspection.
- The 21st Century Public Academy will coordinate work as needed with the school site.
- The 21st Century Public Academy will provide final approval of work completed.

ACCESS CONTROL AT SCHOOL WORK SITE

- Maintenance contractors and vendors shall sign-in at the school site. The sign in log will be maintained at the front desk.
- All district loaned equipment to include keys, access cards, and badges shall be returned at the end of the Scope of Work.

SAFETY POLICIES

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

FREQUENCY AND METHODS OF COMMUNICATIONS WITH DISTRICT PERSONNEL

- The 21st Century Public Academy facilities department or designee shall designate a person who will act as the job manager for each contracted maintenance job.
- All communication with the contactor shall take place through the assigned job manager or designee.

References:

PSFA:
NM State Statute

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- Communication will occur as frequently as necessary and no less than weekly for long term projects and daily on all short-term projects and work lasting less than one day.

DOCUMENTATION OF WORK UPON COMPLETION

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

WARRANTY

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

FIMS DOCUMENTATION

- All contract vendor work completed at district sites shall be documented in the school’s work order system for appropriate tracking to include labor, materials and contract information with appropriate reference to district approvals and purchase orders.

References:

PSFA:
NM State Statute

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 <p>21st Century Public Academy</p>	<p>Facility Master Plan</p>	<p>Policy 13.0</p>
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PURPOSE

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

POLICY

The 21st Century Public Academy preventive maintenance plan shall be incorporated into the districts Facility Master Plan (FMP). The district’s capital funding strategy includes major planned maintenance and repair projects. Districts shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan to be eligible for a capital outlay award.

PROCEDURE

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

Methods of determining capital projects:

1. Physical Building Audits and data collection – 21st Century Public Academy has a computerized maintenance management software (School Dude) system run a capital needs report. School Dude is scheduled to be up and running the first quarter of 2021.

Attachment: Projects within the 5-year Master Plan for the Site.


1. Install a solar system throughout the school.
63 Kw for \$160,000 within two years.
2. Replace (9) Carrier HVAC units on the roof of Phase I.
\$115,000 within one years.

3. Purchase 25,000 square foot building to our east for implementation of an elementary school within 3 years. Purchase and remodel \$7,500,000. Includes Elementary playground and play structure.
4. Purchase a 1-acre lot between the two buildings and install a fence and grassed playing field. \$400,000. Within 3 years.
5. Build an 8000 square foot music building with a performance area. \$1,600,000. Within 5 years.
6. Fence entire 6-acre complex. \$160,000. Within 4 years.
7. Resurface the parking areas between the buildings. \$80,000. Within 3 years.
8. Add solar to the 25,000 square foot elementary building. \$200,000 within 5 years.

References:

PSFA: Components and Guidance Document
NM State Statute: Section 22-24-5 NMSA 1978

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 <p>21st Century Public Academy</p>	<p>Facility Safety Assessments</p>	<p>Policy 14.0</p>
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POLICY

The 21st Century Public Academy shall develop a program to conduct environmental safety tours/rounds at the school to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURE

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

Safety surveys and environmental tour inspections are performed regularly as outlined in Policy 5 and policy 6 of this document; however, no specific dates and times have been determined other than specified in these policies. The suggested approved template for these surveys is not available currently.



21st Century Public Academy

Maintaining Equipment Records

Policy 15.0

PURPOSE

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

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

Accurate Equipment records with routine updates are necessary to begin any preventive maintenance program.

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

POLICY

It is the policy of the 21st Century Public Academy that all facility equipment (HVAC), life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the sites maintenance plan on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. These records will be part of School Dude software program implemented the first quarter of 2021.



21st Century Public Academy

Quarterly Reporting

Policy 16.0

PURPOSE

Quarterly reports, both in narrative and quantifiable data forms are an integral part of business communication and assist developing departments, superintendents and the Governance Council with improved decisions making of processes that ultimately benefit the districts quality. As a good business practice, Superintendents and the Governance Council should use the information to improve their knowledge of the schools physical conditions, capital needs and overall activities and accomplishments.

POLICY

It is the policy of the 21st Century Public Academy to create quarterly reports based on data collected and present it to the Superintendent and Governance Council for review. Quarterly reports from the Administration are to be developed and submitted to the Superintendent and Governance Council no more than 10 days into the following quarter.

At the end of every quarter (**1st Quarter** - January, February, March / **2nd Quarter** - April, May June / **3rd Quarter** - July, August, September / **4th Quarter** - October, November, December), the 21st Century Public Academy Administration shall develop a report that encompasses the maintenance and operations activities occurring during that time frame for administrative review.



21st Century Public Academy

Energy Management Plan

Policy 17.0

Energy management can be broadly defined as the proactive, organized, and systematic management of energy use in a building or organization to satisfy both environmental and economic requirements. 21st Century Public Academy is turning to energy management to reduce operating cost. The core principles that apply to all schools involve the following steps:

1. Collecting the energy data and metering energy consumption
2. Identifying opportunities to save energy
3. Taking action to save energy
4. Tracking the progress and ongoing improvements

Energy management is the foundation for saving energy at 21st Century Public Academy. Energy management enables 21st Century Public Academy to:

1. Reduce costs
2. Reduce carbon emissions and the global damage they cause
3. Reduce risk: the more dependent and consumer of energy we are, the higher the risk related to ever increasing energy cost

Collecting data is achieved by first reviewing the monthly energy bills. The day to day manual meter reading can also be utilized as time allows. 21st Century Public Academy has planned for the installation of a smart meter which will provide simultaneous as well as over time emery usage.

Identifying opportunities is achieved by investigation and analysis of the energy data. This data is summarized in tables and graphs and is helpful in determining where energy can be saved. Energy management software is available (not yet purchased) to review the data.

Taking action to save energy by identifying all the users of energy and eliminating or minimizing the problem equipment. An example of this is to remove all individual refrigerators from the classrooms. 21st Century Public Academy encourages all staff to be aware of the energy savings goals at school. The performance of the energy management program is available to all staff members. 21st Century Public Academy is proposing the installation of a 63 Kw solar system and the replacement of 10 older HVAC units with enhanced electric efficiencies.

By tracking changes 21st Century Public Academy can optimize the energy being used throughout the days, weeks, months, or years and adjust the school operation as needed to save energy. Problems are addressed immediately and recorded.

Energy management is essential for dealing with rising costs and regulatory requirements. 21st Century Public Academy's energy management program is in its infancy and with the support of all concerned our program will benefit the prosperity of all associated with our school.

References:

PSFA:
NM State Statute

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Building Assessments – FMAR

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

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

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

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

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

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


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

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

FMAR's

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

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

 <p>New Mexico School Name</p>	<p>Grounds Keeping Maintenance Plan</p>	<p>Policy 19.0</p>
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DEFINITIONS:

Groundskeeping is the activity of tending an area of land for aesthetic or functional purposes, typically in an institutional setting. It includes mowing grass, trimming hedges, pulling weeds, planting flowers, etc.

PURPOSE

The purpose of the Groundskeeping Preventive Maintenance Program is to create a method for the development and implementation of a ground’s maintenance program for the schools to provide an aesthetically appealing and safe environment.

POLICY

Each year the administration develops landscape maintenance work plans for the following year. Work plans are developed for the following maintenance specialties:

- General Grounds
- Xeriscape Maintenance
- Hardscape Maintenance
- Irrigation Maintenance
- Tree and Shrub Maintenance

The PM items identify the types of work that need to be completed each week/month or quarter to achieve the standards service level goals for the area(s) determined by the school administration. Adjustments to the PM items schedule are made each year to reflect changes staffing levels, district square footage, changes in the landscape nomenclature, or adjustment in water use etc.

The PM items serves as a guideline to the technical and supervisory staff. Weather and other factors impact the application of the PM items; however, overall they provide an accurate depiction of the landscape maintenance being done at the school site.

Attachments:

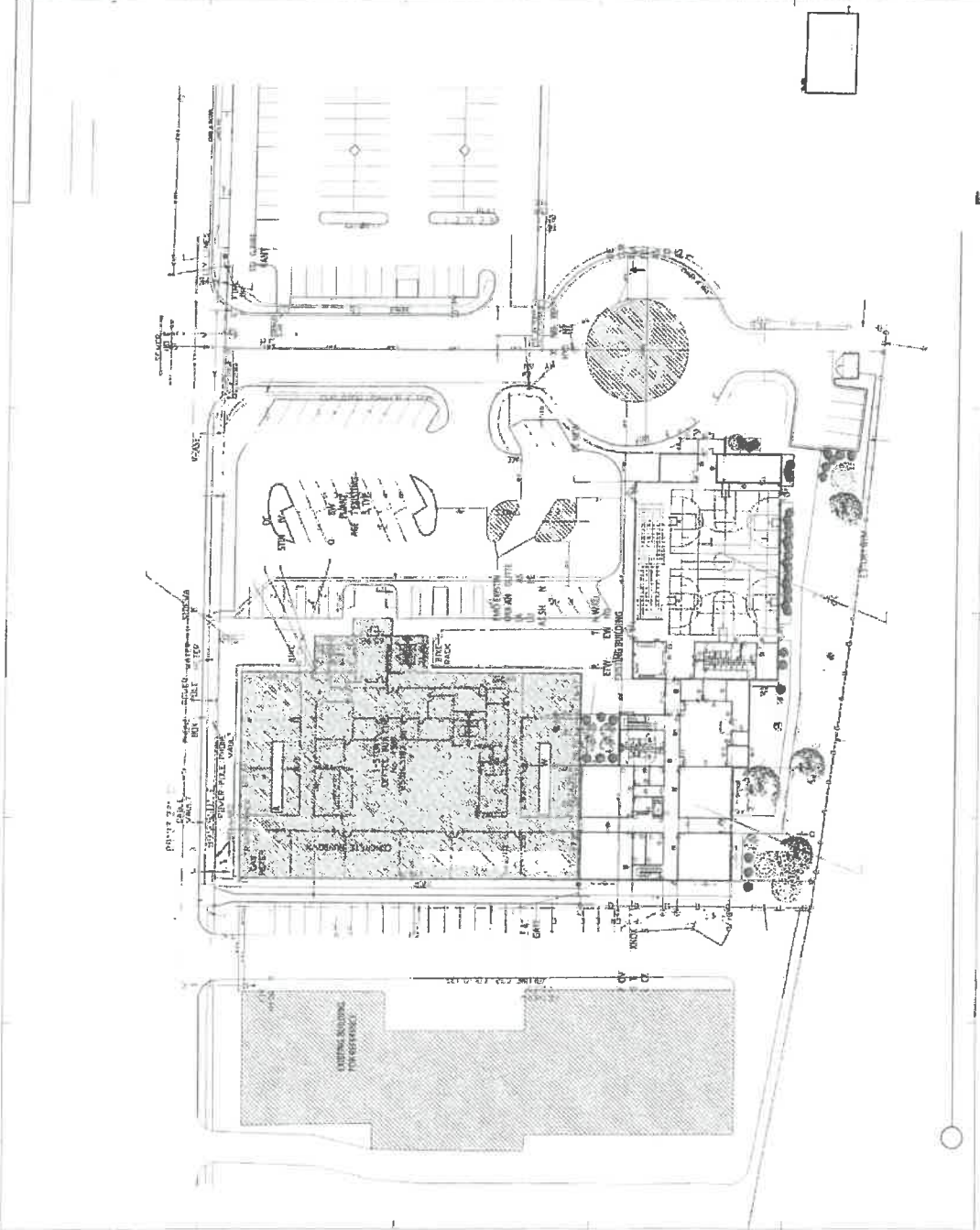
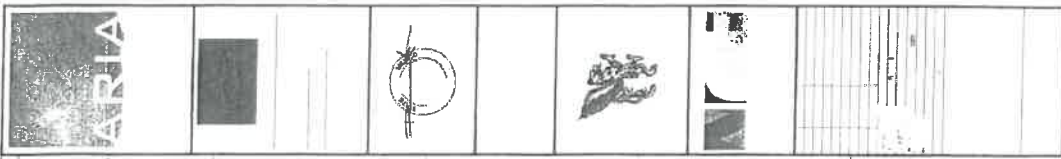
1. Facility Grounds-keeping Plans and drawings
2. Grounds-keeping PM Schedule

Preventive Maintenance Item	PM Frequency	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Totals
Snow Removal and Salt Application	Dependent on season. By in-house facilities	X	X									X	X	4
Sprinkler System Maintenance Name of Company & Number: Hilltop Landscaping (505) 898-9690	Required Monthly By in-house facilities Repairs Outsourced			X	X	X	X	X	X	X			X	7
Trash Maintenance Of dumpster and Enclosure: City Albuquerque	Required Quarterly By in-house Facilities			X			X			X			X	4
Hedge and Tree Trimming	Quarterly Inspection By in-house Facilities			X			X			X				
Fence Maintenance	Monthly Review and Repair By in-house facilities			X			X			X			X	4
Weed Treatment	Seasonal School Policy. By in-house facilities As needed			X	X	X	X	X	X	X	X			8
Pesticide Spraying Name of Company and Number: Ant Mary (505) 304-1509	Seasonal - Must be Certified and Trained to Apply. As Needed				X						X			2
Parking Lot Maintenance/Clean up	Monthly By in-house facilities			X			X			X			X	4
Landscape Gravel Maintenance	Quarterly By in-house facilities			X			X			X			X	4
Fall Leaf Removal	Monthly/or As needed										X	X	X	3
Curbing Maintenance Company: Unknown	Quarterly Or as needed			X			X			X			X	4
Asphalt Inspection	Quarterly			X			X			X			X	4

References:


PSFA:
NM State Statute

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 <p>21st Century Public Academy</p>	<p>Use of Pesticides on School Property</p>	<p>Policy 20.0</p>
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POLICY

The 21st Century Public Academy has developed procedures per the 2017 SITE SAFETY PLN which outlines implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures will include but are not limited to the following: 21st Century Public Academy uses an outside service vendor who is licensed and experienced in the proper application of pesticides.

Use of pesticides will be governed by the following standards:

Definitions as used in this section:

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

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

- a. No pesticide may be applied to the 21st Century Public Academy property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the 21 Century Public Academy property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- b. No pesticide may be applied to the 21st Century Public Academy property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision
- c. Pesticide will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.
- d. Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the 21st Century Public Academy property when students, staff or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of 21st Century Public Academy property and which requires the immediate application of a pesticide to remediate, students, staff,

and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

e. At the beginning of each year, and when new students register, 21st Century Public Academy will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. The parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communications or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

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

For additional procedures see POLICIES AND PROCEDURES – Pest Management from the 2017 21st Century Public Academy SITE SAFETY PLAN Section II Policies and Procedures; pages II-33 to II-42

References:

PSFA:
NM State University IPM
Board of Education

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