21st Century Public Academy

Preventive Maintenance Plan 2024
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State Statute Requirements
Recommended Industry Standard and/or best practice

Preventive Maintenance Plan 2024

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	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

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	Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement	Policy # 1.0

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.

21st Century Public Academy	**Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement**	**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.

21st Century Public Academy	Maintenance Goals	Policy # 2.0

POLICY

It is the policy of the 21st Century Public Academy to create a list of reasonable goals for the maintenance program to identify opportunities for improvements in critical or weak areas of the department supporting the schools' educational environments. The following goals for the 2024 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, updated Preventive Maintenance Plan by March 2024.
2. Sustain a 80-95% Life Safety and HVAC equipment PM Completion rate for FY 2024.
3. Develop and implement a maintenance staff development plan by June 30, 2024, 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).
6. Complete a Preventive Maintenance and Safe Management Essentials Playground Manual by April 15, 2024.

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, no skateboarding, bicycles, rollerblades, or loitering and Office Administration.
16. Repaired three backflow check valves.
17. Replaced 10 HVAC units on the roof of Phase I and installed one HVAC unit servicing Room 116.
18. Installed two COMARK portable classroom trailers for 8th grade students.
19. Installed new elementary playground with sunscreen.
20. Installed fiber optics for phones and internet service.

References:

PSFA:
NM State Statute

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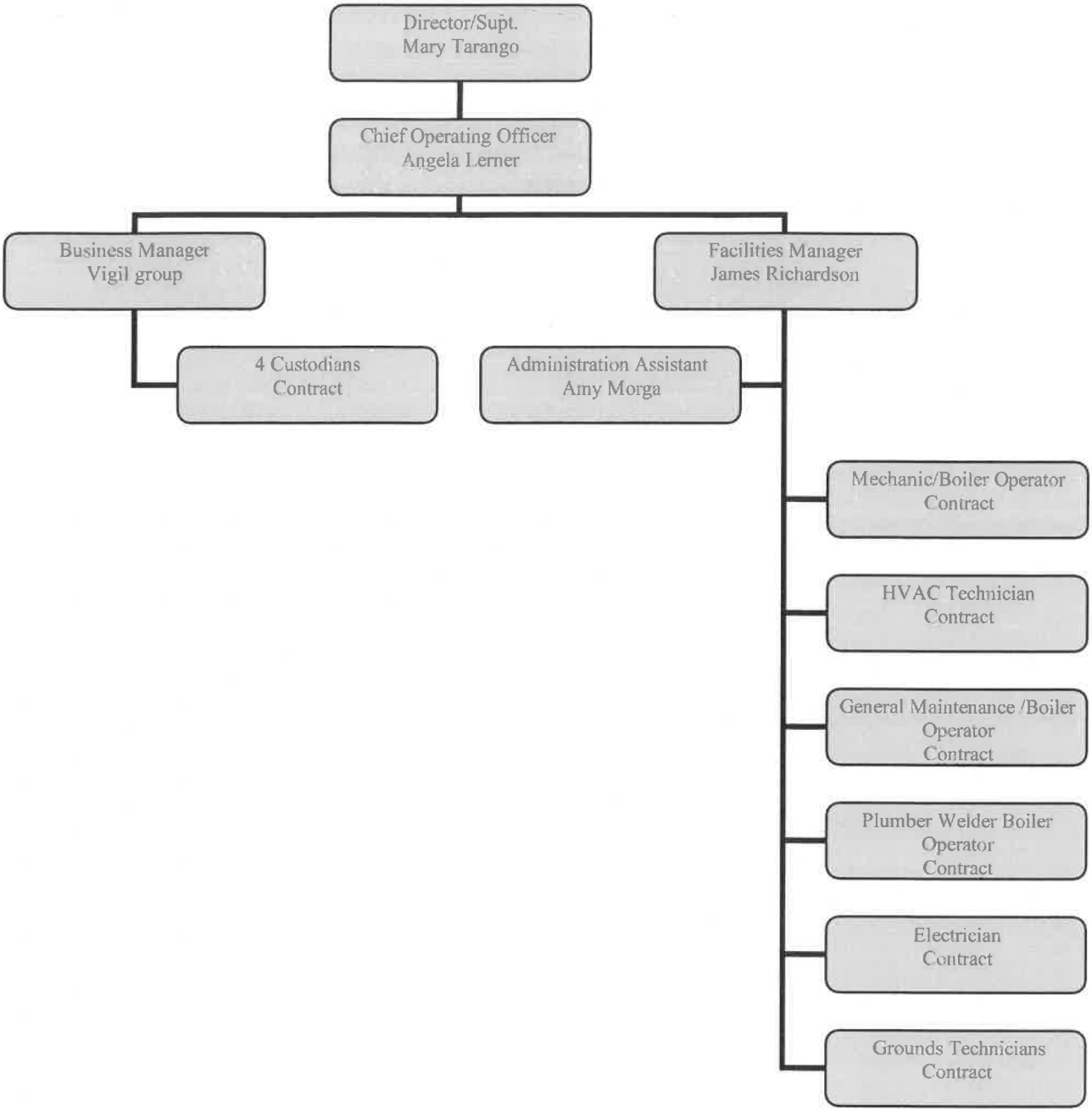
21st Century Public Academy	Maintenance Organizational Structure and Staffing Responsibilities	Policy # 3.0

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.



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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 21st Century Public Academy 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.

CHIEF OPERATIONS OFFICER AND ADMINISTRATION ASSISTANT: 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.

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 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.

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 flower, irrigates, helps sets up events. Set up holiday lights. Concrete finishing and installation

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 applies to City Water source. Electrical as it applies to HVAC, example 3-phase, 208 and 440.

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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 fully 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. Check 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 OFFICER 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.
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.

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

Staffing Chart	Current 19-20	Anticipated 21-22	Anticipated 22--23	Anticipated 23-24
				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)

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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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21st Century Public Academy	Maintenance Priorities and Procedures	Policy 4.0

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 occasions requests are sent via email directly to the maintenance supervisor who then creates work orders as appropriate and assigns them to the technicians. If a technician identifies a problem, they correct the issue and create a work order.

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 takes to resolve problem (What was done)
Purpose (Reason for Work)	

21st Century Public Academy	Maintenance Priorities and Procedures	Policy 4.0

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.

Nonroutine work orders that require contractor services will be preserved in a file related to the contractor.

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.

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 stated.

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21 Century Public Academy	**Inspection and Maintenance Schedules Equipment Inventory**	**Policy 5.0**

The accomplishment of scheduled
POLICY

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.

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)
Equipment Inventory/Assets Related to the Preventive Maintenance Program

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 to keep our buildings and grounds comfortable and conducive to learning. Just as buildings need 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)
Include The Same Inspections for Trailers
See Playground Preventive Maintenance Manual (under separate cover)

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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 Both Phase I (2017) and Phase II (2018) are New PTO roofs. Every 2 years the roofs should be inspected and resealed for the roofs and perforations. Call Mark Alanis 505-710-5507 for inspections. There is a cost associated with these inspections. Elementary Playground See PM Manual for playground	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		

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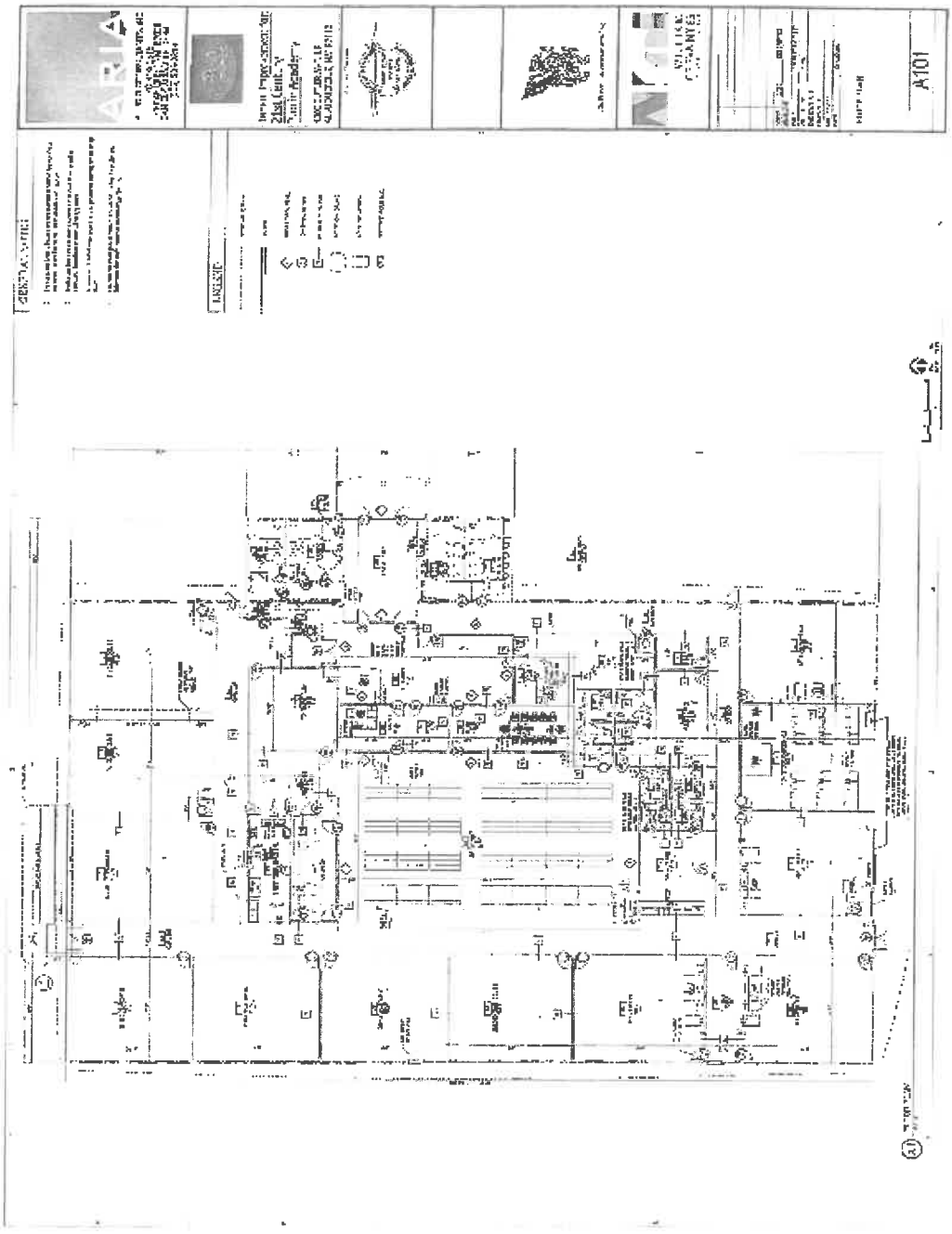
Security Systems	X			X			X			X		



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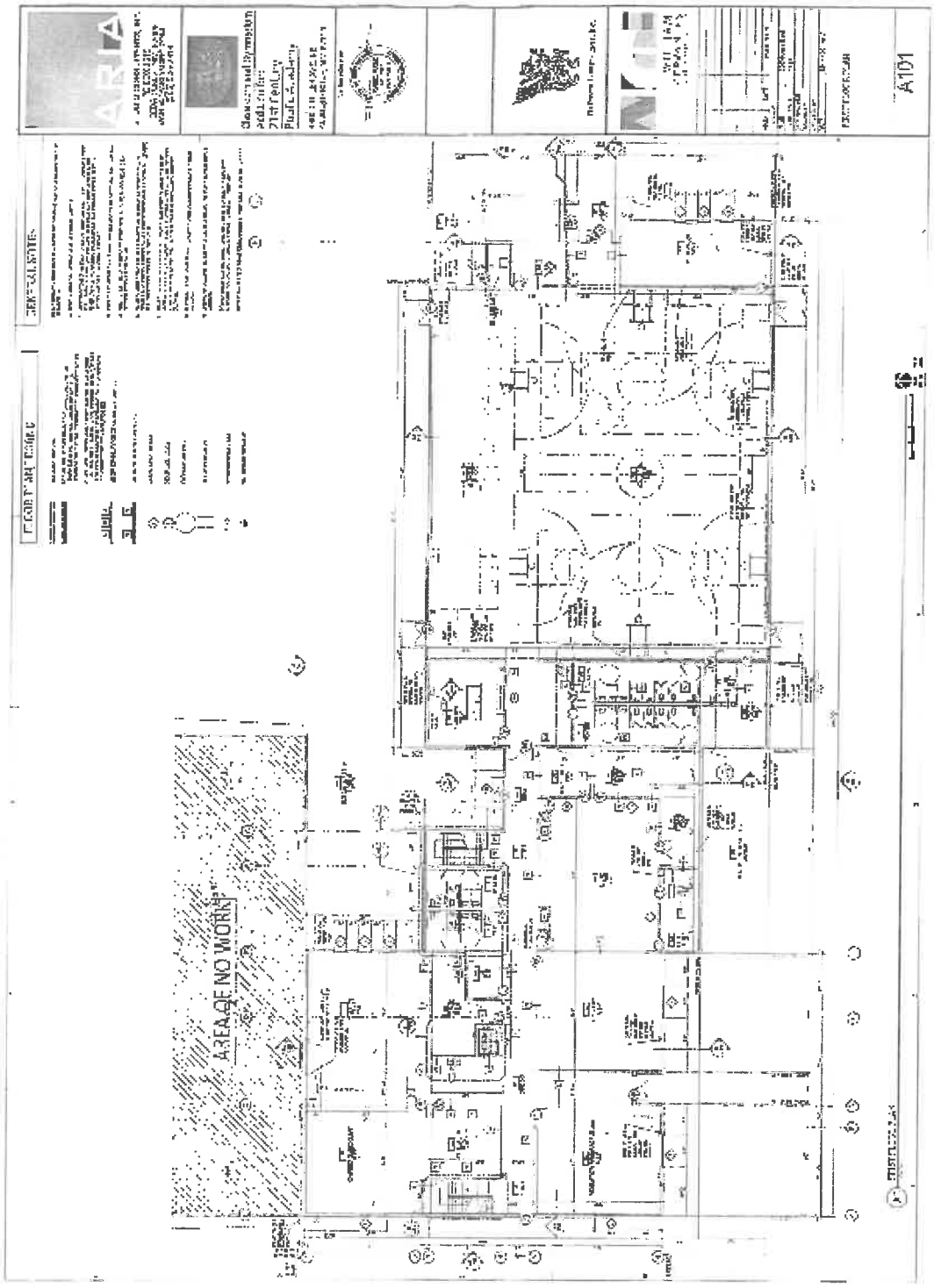

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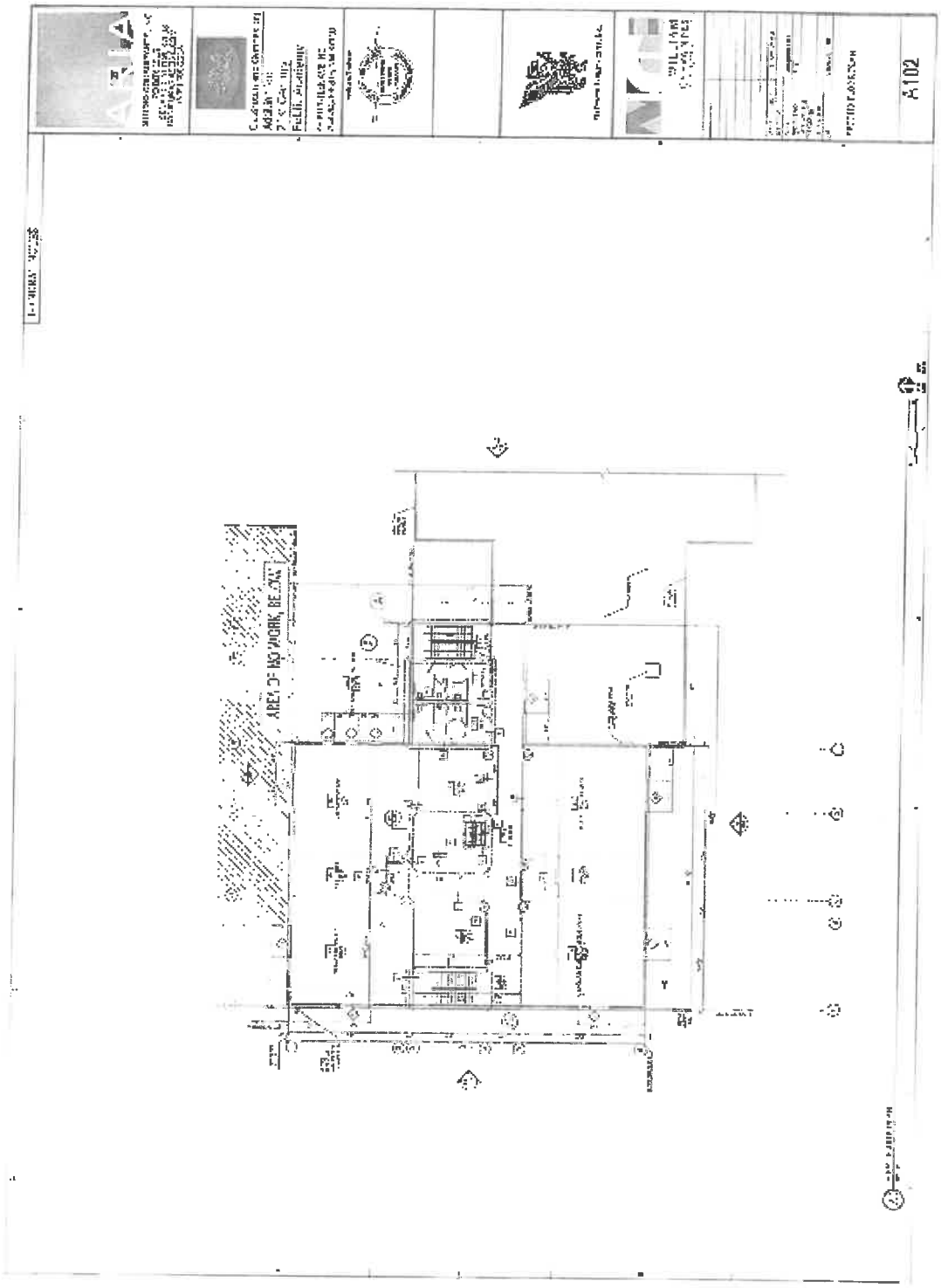

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Name	Site Name	Category	Sub Category	Location Name	Supplier Name	Serial No.	Make	Model	Bar Code	Note	Estimated Replacement Date	Purchase Price	Purchase Date	Life Cycle	Replacement Cost
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-1	Carrier	4223C09078		48FCEM07A3M5A2B0A0		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-2	Carrier	4823P77822		48FCEM09A3M5A3UOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-3	Carrier	4823P77823		48FCEM09A3M5A3UOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	Heat Pump	Air Conditioner		LG			LUU189HV		Phase 1	2040-2045	$12,000.00	2024	20-25 yrs.	$18,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-4	Carrier	4223C09077		48FCEM07A3M5A2BOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-6	Carrier	4823P77836		48FCEM08A3M5A3UOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-7	Carrier	4223C09076		48FCEM07A3M5A2BOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-8	Carrier	4823P77837		48FCEM08A3M5A3UOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-9	Carrier	4223C09074		48FCEA06A3M5A2BOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-10	Carrier	4223C09073		48FCEA06A3M5A2BOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-11	Carrier	4223C09087		48FCEA05A3M5A2BOAO		Phase 1	2040-2045	$20,000.00	2024	20-25 yrs.	$25,000.00
Energy Recovery	21st CPA	HVAC	Energy Recovery	ERV-1	RenewAire	I176457C		HE4XRT		Phase 1	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Energy Recovery	21st CPA	HVAC	Energy Recovery	ERV-2	RenewAire	I176456C		HE4XRT		Phase 1	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-1	Carrier	0619C81830		48FCFM07A2M5A0A2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-2	Carrier	0619C81831		48FCFM07A2M5A0A2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-3	Carrier	0619C81758		48FCFA06E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-4	Carrier	0619C81755		48FCFA06E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-5	Carrier	0619C81679		48FCDA04E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-6	Carrier	0619C81756		48FCFA03E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-7	Carrier	0619C81754		48FCFA06E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-8	Carrier	0619C81757		48FCDA04E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Air Conditioner	21st CPA	HVAC	Air Conditioner	RTU-9	Carrier	0619C81678		48FCDA04E2M5A0B2C0		Phase 2	2040-2045	N/A	N/A	20-25 yrs.	$25,000.00
Hot Water Heater	21st CPA	Plumbing	Water Heater		AO Smith	1635A014968		GPDX75L210		Phase 1	2040-2045	N/A	N/A	20-25 yrs.	$5,000.00
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.	$5,000.00
Hot Water Heater	21st CPA	Plumbing	Water Heater		AO Smith	1207M002179		DEN 30 110		Phase 1	2040-2045	N/A	N/A	10-15 yrs.	$5,000.00
Fire Alarm Equip.	21st CPA	Fire Protection	Control System		Kidde VS Series	N/A		VS4-(G/R)/(D)(-PG/-SP)		Phase 1	2030-2035	N/A	N/A	10-15 yrs.	$3,000.00
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.	$6,400.00
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.	$6,400.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Basketball Goal	21st CPA	Electical	Panel, Communication		DRAPER	N/A		TF-20 Basketball Goal		Phase 2	2040-2045		2019	20-25 yrs.	$2,610.00
Gym Bleachers	21st CPA				Hussey Seating	N/A		Gym Bleachers		Phase 2	2040-2045		2019	20-25 yrs.	$26,700.00
Backflow Valve	21st CPA	Plumbing			Watts	111327		009m2qt Check Valve		Phase 1	2030-2035	N/A	N/A	10-15 yrs.	$1,000.00
Backflow Valve	21st CPA	Plumbing			Febco	9806031233		850 Check Valce		Phase 1	2030-2035	N/A	N/A	10-15 yrs.	$2,500.00
Backflow Valve	21st CPA	Plumbing			Wilkins	Q13601		475v Check Valve		Phase 2	2030-2035	N/A	N/A	10-15 yrs.	$2,500.00
Backflow Valve	21st CPA	Plumbing			Febco	HF15373		765-1 Check Vace		Phase 2	2030-2035	N/A	N/A	10-15 yrs.	$1,000.00
Backflow Valve	21st CPA	Plumbing			Febco	FB6467		765-1 Check Valve		Phase 2	2030-2035	N/A	N/A	10-15 yrs.	$1,000.00
Backflow Valve	21st CPA	Plumbing			Wilkins	4530850		974XL2 Check Valve		Phase 2	2030-2035	N/A	N/A	10-15 yrs.	$1,000.00
Elevator	21st CPA				Schindler	CABQGP201927029		Elevator		Phase 2	2040-2045	N/A	2019	20-25 yrs.	$26,700.00
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
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
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
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
27 Emergency Signs	21st CPA	Life Safety	Emergency Exit Signs		N/A	N/A		N/A		Phase 1/2	2030-2035	N/A	N/A	10-15 yrs.	N/A
20 Fire Extinguishers	21st CPA	Fire Protection	Fire Extinguishers		N/A	N/A		N/A		Phase 1/2	2030-2035	N/A	N/A	10-15 yrs.	N/A
Fire Supression	21st CPA	Fire Protection	Fire Supression System, Wet		N/A	N/A		Springler System		Phase 1/2	2040-2045	N/A	N/A	20-5 yrs.	$450,000.00
Playground	21st CPA	Facility			Playworld	N/A		N/A		Grounds	2040-2045	$95,000.00	2023	20-25 yrs.	$150,000.00
Portable Classroom Trail	21st CPA	Facility	Classroom		Comark	N/A		N/A			2040-2045	0 (PSFA)	2023	20-25 yrs.	0 (PSFA)

The above Equipment Inventory/Assets related to The Preventive Maintenance program is in School Dude Format.

References:

PSFA:

NM State Statute

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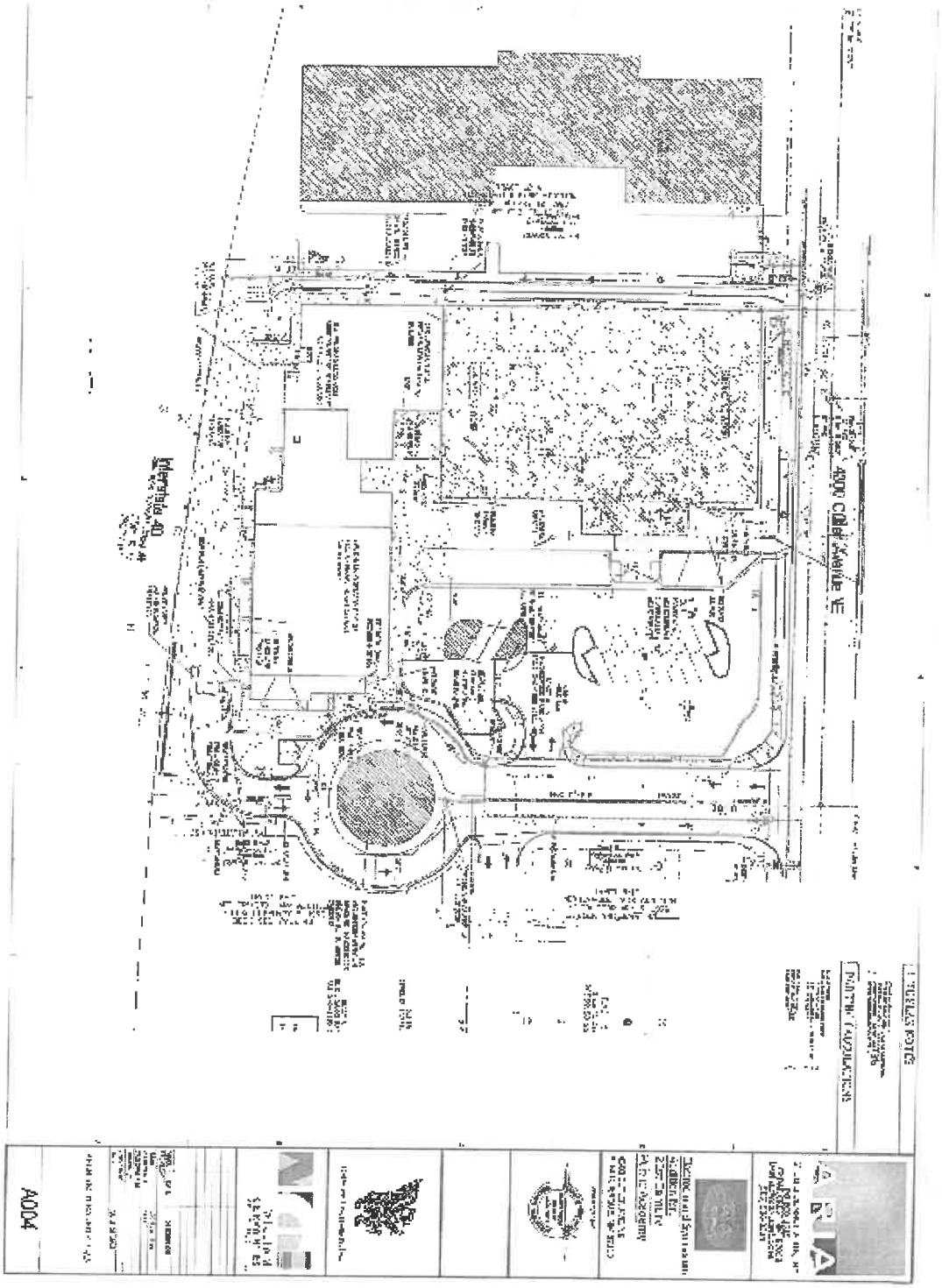

References:

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Google Maps

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References:

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21st Century Public Academy	Scheduled Preventive Maintenance Tasks	Policy 6.0

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. 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
Playground Equipment. See separate Playground Preventive Maintenance Manual

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 ere 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 the 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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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 the 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 ensure 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 or 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 hours seven days a week monitoring is performed by Copperstate.

Site Utility System an 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 excess to the breakers. Nothing should be stored in these rooms.

References:
PSFA:
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:
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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 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:

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21st Century Public Academy	Custodial Duties and Responsibilities	Policy 7.0

POLICY

It is the policy of the 21st Century Public Academy to establish custodial duties and responsibilities, aligned with the job description, 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.

21st Century Public Academy

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.

References:

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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:

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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 maintains __1___ school facilities on 2.74-acre site

FACILITIES	LOCATION/ADDRESS	SQUARE FEET / Acreage	MEM Count
District Office Building Charter School	4300 Cutler Ave. NE Albuquerque, NM 87010	52,435	
Elementary / middle School (Charter)	4300 Cutler Ave. Albuquerque, NM 87110	NA	351

References:

PSFA:

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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 department's 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:

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)

Install 10 new HVAC units in Phase I (completed 02-15-2024)

21st Century Public Academy	Maintenance Staff Development	Policy 10.0

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.

21st Century Public Academy	Maintenance Safety Plan	Policy 11.0

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 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 should 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 building's occupants or potential damage to the building or systems
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & 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 contractor shall take place through the assigned job manager or designee.

References:

PSFA:
NM State Statute

Original Date	**MM/YY**
Review/Revision Date	**MM/YY**
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Approved: _____	**Date** ___/___/___

- 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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21st Century Public Academy	Facility Master Plan	Policy 13.0

PURPOSE

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive 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 maintenance management system.

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

1. Install a solar system throughout the school.
   63 Kw for $360,000 within two years.

2. Purchase 25,000 square foot building to our east for implementation of an elementary school within 2 years. Purchase and remodel $10,500,000. Includes Elementary

playground and play structure. The playground and play structure was completed 08-15-2023.

3. Purchase a 1-acre lot between the two buildings and install a fence and grassed playing field. $700,000. Within 3 years. Fence competed 06-30-2024.
4. Build an 8000 square foot music building with a performance area. $1,900,000. Within 5 years.
5. Fence entire 6-acre complex. $460,000. Within 3 years.
6. Fence original building grounds within 2 years. ($95,000)
7. Resurface the parking areas between the buildings. $80,000. Within 3 years.
8. Add solar to the 25,000 square foot elementary building. $300,000 within 5 years.
9. Replace 10 HVAC units in Phase I (completed 12-15-2023)

References:

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

Original Date	**MM/YY**
Review/Revision Date	**MM/YY**
☐ **Supersedes all Previous**	
Approved: _____	**Date** ___/___/___

21st Century Public Academy	Facility Safety Assessments	Policy 14.0

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 once 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.

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.

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 on 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 every usage.

Identifying opportunities is achieved by investigation and analysis of 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.

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

Original Date	**MM/YY**
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Approved: _____	**Date** ___/___/___

State of New Mexico
Public School Facilities Authority

Iris K. Romero, Executive Director; Ryan Parks, Deputy Director

1312 Basehart Road, SE, Suite 200, Albuquerque, NM 87106
(505) 843-6272 (Phone) | (505) 843-9681 (Fax)
Website: www.nmpsfa.org

RE: Improving the Facility Maintenance Assessment Report (FMAR) rating and Facility Conditions

Districts can improve their FMAR scores by responding to unfavorable findings and ratings using the Facility Information Management System (FIMS) within 60 days of receiving their report(s). For FMAR adjustments to be considered the following criteria should be met:

1. **FIMS Work Orders (WO) should be associated with the specific FMAR findings; and**

2. **FIMS Work Orders (WO) should include labor, material costs and in a "Closed" status.**

Minor and Major Deficiencies should be addressed and/or repaired at first opportunity through the district's FIMS account, as these might be potential safety hazards or could cause additional damage to facilities, which is why they affect scoring greatly.

Minor and Major Deficiency findings that cannot be resolved through routine maintenance and repair budgets, should be reviewed and considered for inclusion into the district's annual Facility Master Plan (FMP) update.

Maintenance Plan: As a reminder, school districts can also improve the FMAR ratings by updating or creating a preventive maintenance (PM) plan. The PM Plan is worth a portion of the FMAR's final score.

Moving forward, Facility Master Plan (FMP) vendors are being required to review school districts FMAR data as the FMP updates are being developed. We also encourage districts to develop long term strategies, such as developing realistic PM plans, to improve school maintenance practices and facility conditions.

Note: as a recommendation, districts should strive for 80% - 90% FMAR performance level ratings, and manage deficiencies to drive performance and ensure facility conditions are safe and reliable for all occupants. The procedures above have been created to support districts in improving their facility conditions and their FMAR ratings.

If you have any additional questions please do not hesitate to contact the PSFA Maintenance Division at the Albuquerque Field Office.

Best regards,

Larry P. Tillotson

Larry P. Tillotson
PSFA Facilities Maintenance & Operations Support Manager
ltillotson@nmpsfa.org
Albuquerque Field Office: 505-843-6272
Cell: 505-918-3341

PSFA FMAR F6 2024

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 (OFI'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.

EXECUTIVE SUMMARY – FACILITY MAINTENANCE ASSESSMENT REPORT (FMAR F6)

The Facility Maintenance Assessment Report (FMAR), a tool used by the Public Schools Facility Authority (PSFA) to conduct and document NM school facilities conditions / appearance and determine and verify the implementation level of a district's maintenance management program. The final FMAR (F6) report combines the following 3 elements:

- **Facility Maintenance Assessment** (FMA) in 22 important maintenance system categories,
- **Preventive Maintenance (PM) Planning** status and performance (statute driven), and
- The **State provided** Facility Information Management system **(FIMS)** Performance (as measured through industry standard KPI's).

The results are used to establish a benchmark for the individual schools/districts maintenance programs in an effort towards continuous improved life cycle and performance and implementation of cost effective maintenance strategies. The performance levels are as follows with a minimal 70% recommended. A rating of 70% reflects several performance details including good stewardship of educational facilities, a districts dedication to the educational environment and at a minimal building systems will last their expected life cycles

FMAR Performance Level Ratings

Poor (0-59.9%) ----- Marginal (60.0 69.9%) ----- Satisfactory (70.0-79.9%) ----- Good (80.0-89.9%) ----- Outstanding (90.0-100%)

As the FMAR has evolved, it is recognized as a tool that identifies maintenance performance as well as deferred maintenance and/or potential capital renewal needs. These identifiers should be considered for inclusion into the districts long range capital planning (FMP) if they cannot be managed through the maintenance programs resources.

Information is collected from onsite physical building conditions and from statements of staff accompanying the assessor(s) during the evaluation. This report represents the conditions that were recognized at the time of the assessment supported by pictures to validate the findings. We recognize that every building asset is different and may not have the same features from asset to asset. Therefore, the observations, performance levels and deficiencies may differ from site to site. Some areas may not be reviewed due to unforeseen circumstances such as student testing, lack of accessibility, safety issues, construction projects, or may be inadvertently missed.

The attached FMAR (F6) report contains the following:

- Performance Level ratings of the Facility Maintenance Assessment Report in 22 weighted maintenance categories;
- The Districts Status of the Maintenance Plan (statute driven) and;
- The performance rating of the districts use of the State provided Facility Information Management System (i.e. FIMS – statute driven) in each of the state provided FIMS modules to include Maintenance Direct, Preventive Maintenance Direct and Utility Direct Modules (Dude Solutions).
- Photographs of building conditions are included in this assessment in addition to district log-in and password information to the FMAR F6 Portal.
- New 60 Day FMAR Response Process.

The FMAR is not all inclusive of every possible maintenance category or asset but covers many of the essential components that district maintenance and custodial staff should be addressing to support a quality educational environment and overall maintenance infrastructure.

Districts are encouraged to review the report and make adjustments to remedy facility conditions through formal means to include improved maintenance planning efforts, improved use of FIMS or responding proactively to findings using best practice performance tools and resources to rectify identified issues, or advancing findings to the districts capital renewal program through the Facility Master Plan.

Districts are strongly encouraged to proactively remedy Minor and Major Deficiency findings as they present life, health, and/or safety issues as a priority to mitigate potential financial or occupant safety impacts.

The conditions of schools, as managed through the maintenance program, is the responsibility of the district leadership. Recommendations made by the assigned field assessor(s) are designed to improve facility conditions and will also improve FMAR performance level ratings further supporting a quality maintenance program, reliable building environments and prolong equipment life.If you have any questions regarding your FMAR, please do not to hesitate to contact the PSFA Maintenance Division at 505-843-6272.

New Mexico Public School Facilities Authority

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

PDF Executive Summary View Media

Facility Maintenance Assessment Report (FMAR)

Maintenance Performance Rating	
Outstanding	90.1% to 100%
Good	80.1% to 90%
Satisfactory	70.1% to 80%
Marginal	60.1% to 70%
Poor	Less than 60%

Deficiency Factors

Life Safety, Health or Property Loss Exposure Multipliers

Minor Deficiency	1.5	Potential Threat and No Work Order
Major Deficiency	3.5	Immediate Threat and No Work Order

Assessment Status	FUID	District ID	Year	District	School
Active	5800012024	580	2024	Twenty-First Century Public Academy	Twenty-First Century Public Academy

School ID
580001

Proficiency Rating
86.882%

Assessment Date
Thu, 01/25/2024

PSFA Representative
stownsend@nmpsfa.org

District Representative
Jim Richardson

SITE

ROADWAY	SITE UTILITIES	PLAYGROUNDS / Athletic Fields	SITE DRAINAGE	SIDEWALKS	GROUNDS
Weight 3	**Weight** 5	**Weight** 5	**Weight** 8	**Weight** 2	**Weight** 2
Perf. Level Satisfactory	**Perf. Level** Outstanding	**Perf. Level** Outstanding	**Perf. Level** Good	**Perf. Level** Outstanding	**Perf. Level** Outstanding
Performance -1.89	**Performance** 0	**Performance** 0	**Performance** -0.95	**Performance** 0	**Performance** 0
Deficiency Factors None	**Deficiency Factors** None	**Deficiency Factors** None	**Deficiency Factors** None	**Deficiency Factors** None	**Deficiency Factors** None
Score -5.67	**Score** 0	**Score** 0	**Score** -7.6	**Score** 0	**Score** 0

Site Comments Section

Comments Roadway / Parking
Parking lot has splitting and cracks. Assessor would recommend directional, handicap, and fire lane striping be redone. All parking lot striping is fading.

Comments Site Utilities
Utility components are in outstanding physical condition, secured, well kept, and labeled. Utility components observed to be well maintained and working as designed. Utility manhole covers and cabinets are secured and locked with no visible hazards present.

Comments Playgrounds / Athletic Fields
School installed a new playground with shade structure over the summer of 2023, and will be installing a turf playfield in the summer of 2024. Play equipment was a combination of metal and plastic. Equipment and hardware was intact with no splintering/paint surface splitting and observed to be installed correctly. Play impact mulch areas were being maintained, and spread evenly with no presence of weeds, tripping, or physical hazards.

Comments Site Drainage
Site drainage from roof to gutter seems adequate for keeping water away from the building. Parking lots drain toward city storm sewers.

Comments Sidewalks
Concrete sidewalks, curbs, stairs and landings are intact, clean, and in outstanding condition throughout campus. No major hazards observed.

Comments Grounds
The grounds throughout the campus consist of natural landscaping. Trees, borders, and sprinkler components observed to be in outstanding condition. Parking lots, and site had no indication of graffiti, litter, or excess stored materials. Entire campus was in outstanding condition, clean, and well maintained.

EXTERIOR

WINDOWS/CAULKING	Walls / Finishes	ENTRY/EXTERIOR DOORS	ROOF/FLASHING/GUTTERS
Weight 3	**Weight** 5	**Weight** 7	**Weight** 10
Perf. Level Outstanding	**Perf. Level** Outstanding	**Perf. Level** Outstanding	**Perf. Level** Good
Performance 0	**Performance** 0	**Performance** 0	**Performance** -0.95
Deficiency Factors None	**Deficiency Factors** None	**Deficiency Factors** None	**Deficiency Factors** None
Score 0	**Score** 0	**Score** 0	**Score** -9.5

Exterior Comments Section

Comments Windows / Caulking
Exterior windows are a commercial aluminum frame. Windows appeared to be clear, clean, and operating correctly. Caulking and weather stripping was in place and observed no cracks or fogged windows.

Comments Walls / Finishes
The CMU exposed brick, stucco, and metal paneling exterior is in outstanding condition. The transition from building to ground, joints, and seams observed to be well installed with no deficiencies viewed. No signs of cracks, graffiti, or damage throughout the property.

Comments Entry / Exterior Doors
Exterior door finishes and door glass look clean and are well maintained. There are some painted exterior metal doors that need to be refinished. The doors are ADA compliant with hardware components intact and operating correctly. Door sweeps, weather-stripping, and locks are present and are in working order. School has installed all hardware with modern key fob secured entry.

Comments Roof / Flashing / Gutters
TPO roofs look to be clean and in outstanding condition. No visible ponding occurring, and drains have no major debris around baskets. Flashing, roof drains, and down spouts, look to be clean, clear, and in good condition. Roof drainage observed to be adequate for shedding water away from building.

INTERIOR

WALLS/FLOORS	INTERIOR DOORS	RESTROOMS	HOUSEKEEPING
Weight 3	**Weight** 3	**Weight** 3	**Weight** 4
Perf. Level Outstanding	**Perf. Level** Outstanding	**Perf. Level** Outstanding	**Perf. Level** Outstanding
Performance 0	**Performance** 0	**Performance** 0	**Performance** 0
Deficiency Factors None	**Deficiency Factors** None	**Deficiency Factors** None	**Deficiency Factors** None
Score 0	**Score** 0	**Score** 0	**Score** 0

Interior Comments Section

Comments Walls / Floors
Painted CMU/Drywalls throughout the building were clean and in outstanding condition. Hallways were VCT with some areas of classrooms as well. Observed no cracks or damage, and floors were clean and were well maintained.

Comments Interior Doors
Interior doors are a mix of wood/metal and are in clean working order. Fire ratings, hardware, door stops, and kick plates were present. Door windows were clean and had no cracks.

Comments Restrooms

Restrooms were very clean well maintained in outstanding condition. Students had access to touchless air dryers and towel dispensers in bathrooms. Private stalls operated correctly, were clean and graffiti free. Bathrooms meet ADA compliance and all plumbing, lighting, and ventilation observed to be in proper working order.

Comments Housekeeping
Classrooms, bathrooms, hallways, and administration are clean and organized. Same with equipment rooms, and storage closets.

SYSTEMS

ELECT. DIST.	LIGHTING	FIRE PROTECTION	EQUIP. ROOMS	HVAC	SECURITY	KIT. EQUIP/REFRIG	PLUMB/WATER HTR
Weight	**Weight**	**Weight**	**Weight**	**Weight**	**Weight**	**Weight**	**Weight**
3	5	10	2	10	5	2	6
Perf. Level	**Perf. Level**	**Perf. Level**	**Perf. Level**	**Perf. Level**	**Perf. Level**	**Perf. Level**	**Perf. Level**
Good	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding
Performance	**Performance**	**Performance**	**Performance**	**Performance**	**Performance**	**Performance**	**Performance**
-0.95	0	0	0	0	0	0	0
Deficiency Factors	**Deficiency Factors**	**Deficiency Factors**	**Deficiency Factors**	**Deficiency Factors**	**Deficiency Factors**	**Deficiency Factors**	**Deficiency Factors**
None	None	None	None	None	None	None	None
Score	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**	**Score**
-2.85	0	0	0	0	0	0	0

Systems Comments Section

Comments Electrical Distribution
Electrical rooms are clean with no obstructions. All panels are in good shape with no missing breakers or breaker covers. All Panel boxes have 36" of room for clearance, but there are panel boxes in some areas such as the teacher's lounge that do not have 36" of clearance.

Comments Lighting
Light fixtures, switches, wiring, automatic sensors, and photocells were present and in good working order.

Comments Fire Protection Systems
Fire systems observed to be in outstanding condition. Systems checked were all operating in normal mode. All fire extinguishers are two months past due on inspections. The suppression systems had proper inspection dates. Emergency lighting and exit signs that were tested observed to be operating properly.

Comments Equipment Rooms
Equipment and custodial rooms were very clean, well maintained, organized, and had limited storage. Equipment had proper access and was well ventilated. Rooms observed were well maintained and in outstanding condition.

Comments HVAC
The whole facility was environmentally comfortable throughout site. Evidence of maintenance occurring with correct size filters, cleanliness. Thermostats, diffusers, and ducting observed to be installed correctly and working as designed. School had all new HVAC RTU'S and controls installed over the winter break.

Comments Security Systems
School has recently upgraded its security with secure vestibules, remote entry, and cameras. Systems viewed to be operating as designed. Overall campus viewed to be well secure.

Comments Kitchen / Refrigeration
The cafeteria and kitchen areas were very clean with good lighting. The serving line, food prep and storage areas were very clean. Lighting was good and all sinks and drainage lines were clean and clear. The kitchen serves as a warming kitchen. Food is prepped and prepared by APS and delivered to site.

Comments Plumbing / Water Heaters
Bathroom plumbing and water heaters looked to be well maintained and in good working order. Faucets and toilets tested were in good working condition. Water fountains tested are operational.

-25.62

District Maintenance Management

Performance Items	Performance Level	Weight	Calculated Score	Comments
PM Plan ≡	-3.77 | Poor	10	-37.70	The districts PM Plan was Board approved on 11/23...
Staff Development ≡	-3.77 | Poor	5	-18.85	The districts Safety and Staff Development Policy...
Maintenance Safety ≡	-3.77 | Poor	5	-18.85	The district plan identifies they do not have an...
Maint. Contractor Oversight ≡	-3.77 | Poor	5	-18.85	Policy 12.0. Outstanding rating received for...

Facilities Master Plan (Renewal) ≡	-3.77 | Poor	3	-11.31	The districts FMP is currently in development and...
FIMS Proficiency ≡		7	0.00	

Total Performance Deficiencies	Total Score	Overall Rating
-131.18	868.82	86.882

Resources

Staffing - District
District/School ID's
FMA (all schools)

Reports & Assessments

FMAR Summary Report
MPS Reports and Download

Program Version: 2.0.0.6 Change Log

New Mexico School Name	Grounds Keeping Maintenance Plan	Policy 19.0

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 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 serve 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
3. Building (trailers) location drawing on adjacent lot.

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 f 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:

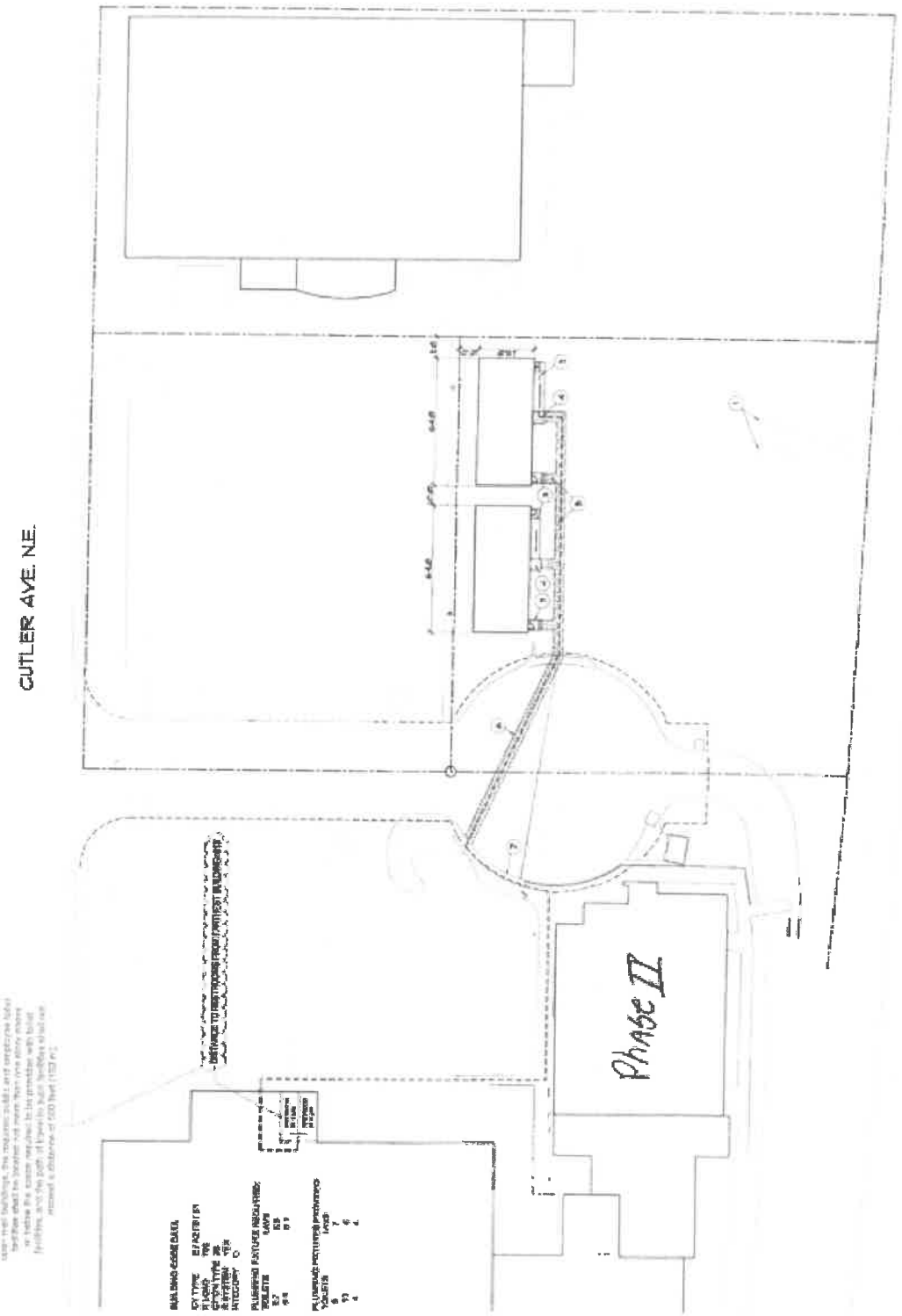
NM State Statute

Original Date **MM/YY**

Review/Revision Date **MM/YY**

☐ **Supersedes all Previous**

Approved: _____ **Date** ___/___/___



References:

PSFA:

NM State Statute

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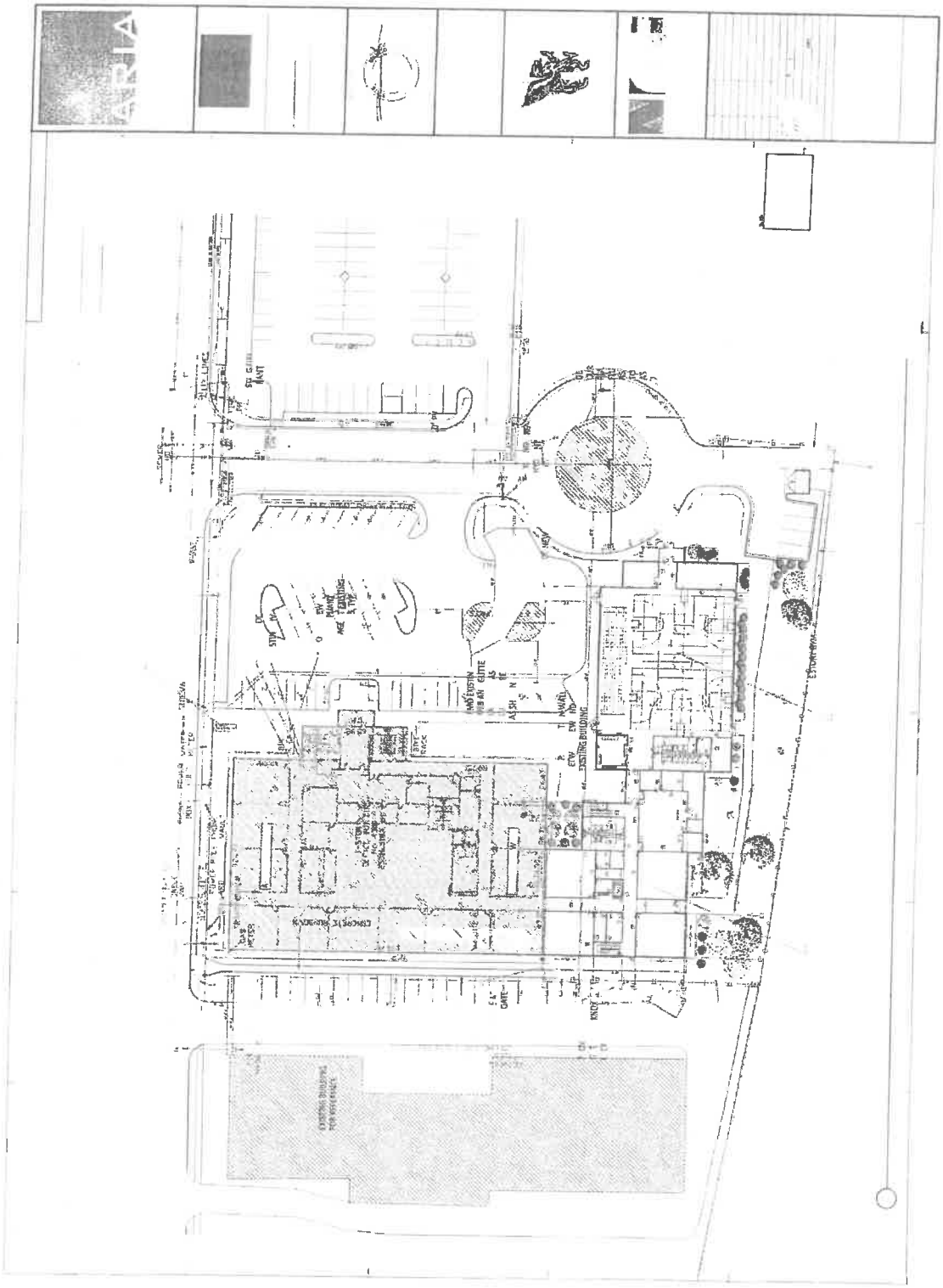

Original Date	**MM/YY**
Review/Revision Date	**MM/YY**
☐ **Supersedes all Previous**	
Approved: _____	**Date** ___/___/___

21st Century Public Academy	Use of Pesticides on School Property	Policy 20.0

POLICY

The 21st Century Public Academy has developed procedures 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.

ATTACHMENT

For additional procedures see the attached ANT MARY Pest Control Policies and Procedures from 21st Century Public Academy 2017 Site Safet Plan

References:

PSFA:
NM State University IPM
Board of Education

Original Date *MM/YY*

Revision Date *MM/YY*

☐ **Supersedes all Previous**

Approved: _____ **Date** ___/___/___

Structural and landscape pests, as well as the pesticides used to control them, can pose significant hazards to people, property and the environment. It is known that children have a relatively higher risk from exposure to pesticides than do adults exposed at the same levels. Proportionally, they have a higher respiratory rate and eat/drink more than adults. In addition, children have a natural tendency to put objects in their mouth, and spend more time on or near the ground than adults. A child's neurological system is still developing and is more susceptible to chemicals in their environment compared to adults. With these cultural and biological differences, children have a higher potential for pesticide poisoning than adults. The district/facility is implementing this IPM program to effectively manage pests, while reducing the chance of accidental exposure of pesticides to children and staff. Over time, this proactive approach will control pests more effectively than just using pesticides alone. It is, therefore, the policy of this district/facility to utilize Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

As defined by the Structural Pest Control Act (225 ILCS 235/3.24), IPM is a pest management system that includes the following elements whenever possible:

- identifying pests and their natural enemies;
- establishing an ongoing monitoring and record keeping system for regular sampling and assessment of pest and natural enemy populations;
- determining the pest population levels that can be tolerated based on aesthetic, economic and health concerns, and setting action thresholds where pest populations or environmental conditions warrant remedial action;
- preventing pest problems through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests;
- relying to the greatest extent possible on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents;
- when necessary, using chemical pesticides, with preference for products that are the least harmful to human health and the environment; and
- record keeping and reporting of pest populations, surveillance techniques and remedial actions taken.

Pests

Pests include arthropods (insects, spiders, mites, ticks and related pests), wood- infesting organisms such as fungi, rats, mice, nuisance birds and any other undesirable organisms in, on or under structures, excluding bacteria and other microorganisms on or in humans or other living animals.

IPM Coordinator

The district/facility shall appoint an IPM coordinator who shall have primary responsibility for ensuring that this IPM policy is carried out.

Roles and Responsibilities

Specific roles and responsibilities for the development, implementation and maintenance of the IPM program will be established, communicated and enforced by the district/facility to ensure the proper implementation of the IPM program.

Pest Management Objectives

The objectives of the IPM program are:

- Manage pests found on school sites to prevent interference with the learning environment;
- Prevent injury to students, staff and other occupants;
- Preserve the integrity of school buildings or structures;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site; and
- Enhance the quality of life for students, staff and others.

Integrated Pest Management Procedures

Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property and the environment. IPM programs take advantage of all pest management options available, including the judicious use of pesticides.

Understanding pest survival needs is essential to implementing IPM effectively. Pests seek habitats that provide basic needs such as air, water, food and shelter. Pest populations can be prevented or controlled by creating conditions that are not conducive to their survival. This can be accomplished through the removal of pests' basic needs or by simply blocking their access into buildings. Pests also may be managed by using a variety of non-chemical, as well as chemical methods, as needed, to reduce infestations to acceptable levels and minimize children's exposure to pesticides.

IPM procedures will determine when to actively control pests and whether to use mechanical, physical, chemical, cultural and/or biological means. IPM coordinators depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM strategies prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.

The choice of using a pesticide will be based on a review of all available options and a determination that these options alone are not acceptable, feasible or adequate. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of this district/facility to utilize IPM strategies and IPM pest outlines as a guide to manage pest populations adequately.

When it is determined that a pesticide must be used to meet the IPM objectives, the least harmful to human health and the environment will be used judiciously. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 USC 136 et seq.), school district policies and procedures, U.S. Environmental Protection Agency (U.S. EPA) regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulations.

This district/facility recognizes and adheres to the following procedures:

- Integrated Pest Management programs are designed to prevent pest problems whenever possible. This is done through monitoring, regular inspections, high standards of sanitation and pest-proofing measures, and modification of environmental conditions conducive to pest problems.

- The district/facility will establish periodic inspection, monitoring and reporting procedures. All personnel involved in these activities will be informed and trained to perform specific roles within the IPM program. Forms will be provided by the district/facility to aid staff and pest professionals in performing and recording actions.

- The district/facility will establish pest tolerance thresholds and response times for common pests. These thresholds will serve as indicators for the implementation of active control measures. Control measures will not be undertaken if pest damage or populations are below threshold levels unless special circumstances necessitate reduction of a pest population. In such cases a review of the tolerance thresholds will be conducted.

- When pests exceed tolerance thresholds, non-chemical pest control measures and IPM strategies as described in the IPM pest outlines will be practiced and action will occur within the specified response time.

- Pesticides will be used when appropriate, along with other management practices,

when other pest prevention and non-chemical control measures have failed to reduce pests below tolerance thresholds. When a pesticide must be used, products that are the least harmful to human health and the environment will be used.

- Pesticides will be used only in containerized baits, or for spot treatments targeting insect infestations or problem areas where a minimal amount of material can be used. Routine spraying for pests is prohibited. Rodent baits shall not be used unless in tamper-resistant bait boxes. Bait boxes shall be inaccessible to children and secured when appropriate. Routine general spraying of non-target pests is prohibited.

- All pesticide applications must be approved by the IPM coordinator prior to application. All notification requirements will be met before the pesticide application. The school district/school/day care center will follow all applicable regulations requiring applicator licensing and all personnel will be licensed appropriately before being required to administer a pesticide. Pesticides shall be applied in minimum amounts and shall not be used when children and staff are present in the treatment area. Toys and other items mouthed or handled by children must be removed from the area before pesticides are applied. No one will return to the treated area within two hours after a pesticide application or as specified on the pesticide label, whichever time is greater.

- The application of pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), U.S. EPA regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

- Follow-up inspections and monitoring will be performed to determine the effectiveness of the IPM strategies applied. The IPM coordinator will continually update the IPM plan with the knowledge gained from the follow-up inspections.

- The IPM plan will be reviewed annually to ensure all activities that take place in the facility are addressed and that current IPM strategies are included.

Education

Staff, students, IPM coordinator, contractors, and the public will be informed about potential school pest problems and the IPM policies and procedures set in place to achieve the desired pest management objectives.

- Parents/Guardians will be informed annually about the IPM policy;
- Staff will receive information and/or training on their role in the IPM plan.

IPM Plan Updates and Review

The IPM coordinator will continually update the IPM plan with knowledge gained from the implementation of IPM strategies. The IPM plan will be reviewed annually to ensure

all district/facility activities are included in the plan and the plan contains the most current IPM strategies.

Record Keeping

A complete and accurate pest management log will be maintained for each property and kept with the IPM plan. Pesticide use records also will be maintained to keep a historical account of pesticide use. The district/facility will keep a logbook containing the following:

- inspection sheets;
- pest surveillance data sheets that record in a systematic fashion the type and number of pests or other indicators of pest population levels revealed by the monitoring program. Examples include: date, number, location and rodent species trapped or carcasses removed; and date, number and location of new rat burrows observed;
- pest sighting forms and action taken;
- a diagram noting the location of pest activity including the location of all trapping devices and bait stations in or around the site; and
- a copy of the current EPA-registered label and Material Safety Data Sheet (MSDS) for each pesticide product used on the site, records of where each was used, and the amount applied.

Notification

The school/district/day care center takes the responsibility to notify students' parents/guardians and school staff upcoming pesticide treatments. Notification of antimicrobial agents such as disinfectants, sanitizers, deodorizers or pesticides in bait form is not required. The Illinois Structural Pest Control Act, the Illinois Child Care Act, and the Illinois Lawn Care Products Application and Notice Act require prior notification to occupants when pesticides are used. All applicable rules and regulations regarding notification will be adhered to.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use and safe storage during the year. Pesticides will be stored and disposed of in accordance with the US EPA-registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site with proper ventilation and not accessible to students or unauthorized personnel.

Pesticide Applicators

Pesticide applicators must be trained in the principles and practices of IPM and the use of pesticides approved by this school district/school/day care center, and must follow all regulations and label directions. The school district/school/day care center will follow all applicable regulations requiring applicator licensing and all personnel will be licensed appropriately before being required to administer a pesticide.

*Precautionary statements are required on all pesticide labels. Signal words on each label indicate the level of acute toxicity of the pesticide product (see below). The chronic toxicity is not indicated on the label. Every label bears the child hazard warning: "Keep Out Of Reach Of Children."

DANGER - A taste to a teaspoonful taken by mouth could kill an average-sized adult.

WARNING - A teaspoonful to an ounce taken by mouth could kill an average-sized adult.

CAUTION - An ounce to more than a pint taken by mouth could kill an average-sized adult.

New Mexico PSFA	Maintaining Synthetic Turf	Policy 22.0

PURPOSE

Sports Surfaces are a very important asset to our district and the safety of our athletes require a clean safe sport surface.

It is important that the people who are responsible for field maintenance are thoroughly familiar with its contents and refer to it regularly. The contents in this manual represent the most current information regarding suggested procedures for the proper use and care of synthetic turf systems.

POLICY

It is the policy of the NMPSFA School District that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System 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. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE:

The following is a procedure for maintaining the districts sports surfaces. It is good business to protect your investment and take care of your synthetic turf system. To do this most effectively, KEEP IT CLEAN.
The following maintenance precautions are advised:

- Control access to field
- Keep your surface free of litter, mud and debris
- Post signs prohibiting smoking and carrying food or drink onto the field
- Minimize and properly monitor the use of motorized vehicles on your surface
- Repair minor damage promptly
- Follow suggested maintenance and cleaning procedures

CLEANING AND STAIN REMOVAL
For outdoor surfaces, rain is the best cleanser. Rainfall gently cleans the fibers of dust, pollen and airborne pollutants in a way that is difficult to duplicate. In areas where rainfall is scarce – or during prolonged periods of drought – an occasional watering is beneficial to cleanse the synthetic surface. Listed below are the suggested precautionary maintenance practices:

- Keep trash and litter containers on site
- Route field's access traffic in such a way to minimize mud/dirt tracking on the field
- Set up drinks for athletes during practice breaks off the synthetic surface if possible
- Enforce a smoke free environment and discourage the use of chewing tobacco, gum and sunflower seeds

DAILY CARE

Daily care is on-going care, it does not necessarily mean care each and every day. The amount and frequency of daily care is dependent on not only the surface, but also by the volume and the type of use. MFG. recommends that every turf system shall be periodically groomed and swept to remove litter and dust etc.

LITTER REMOVAL

Light trash (paper, peanut shells, sunflower seeds, athletic tape etc.) and airborne dust can be removed easily with a lawn sweeper or maintenance sweeper.

SWEEPERS

When using machines, several points should be observed:

Bristle Type

The sweeper should have synthetic fiber bristles such as nylon or polypropylene. The minimum brush length should be 2.5". The maximum bristle diameter should be .030". The brush must contain no metal or wire. Metal fibers can fall out and cause injuries to players and can also damage the surface.

Brush Setting

The brush setting should be monitored. The actual setting will of course depend on the model and type of sweeper. The sweeper will work best, however, when the brush is set so that it barely touches the tips of the fibers of the turf.

DO NOT SET THE BRUSH SO LOW THAT IT DIGS INTO THE TURF PILE OR BACKING.

Too low a setting can damage the turf. Vacuum cleaners are not recommended to remove mud. Contact your Turf representative if you have any questions about the type of machine to use or brush settings.

Turf Loading Limitations

Brushing and brush cleaning may require several trips over the field to finish the operation. Any sweeper that weighs more than 300 lbs. should have turf type low ground pressure tires (pneumatic tires) with a maximum tire pressure of 35 pounds per square inch (psi). Do not park vehicles on the turf, especially in the heat of the day, or leave vehicles on wet turf for long periods of time.

Exhaust Fumes

For outdoor use we recommend either electric or propane. The type of fuel or power used by a sweeper is of no major importance for outdoor use. However, if the sweeper has an internal combustion engine, make certain that the hot engine exhaust is not discharged down toward the playing surface. Hot objects can damage the field and engine exhaust may soil it. Also check to make sure that the sweeper is designed in such a way that a hot muffler or exhaust pipe cannot drop onto the surface.

Oil S pillage , etc.

Care should be taken to prevent lubricating oil, gasoline, grease, transmission fluids, battery acid, brake fluid, etc. from dripping, leaking or spilling on the turf surface during sweepings. Such spill scan discolor the turf and damage the fibers and turf backing. Proper maintenance procedures should be observed in this regard. Battery acid and other fluids should not be allowed on the surface. Never change or add fluids to maintenance equipment while on the surface.

CAUTION: Electrically powered units may not be properly grounded, do not use them on wet or damp surfaces.

Frequency

References:

PSFA:

NM State Statute

Original Date	**MM/YY**
Review/Revision Date	**MM/YY**
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Approved: _____	**Date** ___/___/___

The removal of loose rubbish and surface dust should be performed on an as needed basis, generally about once a week depending on usage.

DO's

Synthetic turf systems are designed to resist both wear and exposure to the elements. The effectiveness of their materials, design and construction is demonstrated by the long life of fields under heavy use in many climates. The following are the most obvious precautions:

- Control access to the synthetic turf system. Keep the synthetic turf system and close adjacent areas clean and free of litter, mud and debris.
- Post signs prohibiting smoking and carrying food or drink onto the synthetic turf system.
- Observe load limits for static and rolling loads, especially when the surface is wet.
- Repair minor damage promptly.
- Follow suggested maintenance and cleaning procedures.
- Contact your turf representative for assistance with repairs, renovation work, or any further technical details.

DON'T's

DO NOT ABUSE THE SYNTHETIC TURF SYSTEM WITH:

- Vehicle traffic
- Heavy static loads
- Fireworks
- Storage of materials such as drums, lumber, equipment, etc.
- Golfing, shot putting, javelin or discus throwing
- Use of long spike track shoes
- Open flames, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, materials, and methods not authorized by Manufacturer
- High-pressure water sprays exceeding 500 PSI
- Vehicles with non-pneumatic tires
- Introduction of in-fills or impregnated layers other than supplied or authorized by MFG.
- Do not allow the use of bikes, skateboards, lawn mowers, etc.
- Do not allow any unauthorized use
- Improper storage of a Sports Turf removable synthetic turf system

GROOMING OF INFILLED TURF

MFG. recommends that every turf system has a routine brushing every 80 to 120 hours of usage. Routine brushing is accomplished with a commercial turf brush suitable for brushing
the surface. If you do not have a commercial turf brush please contact your Turf representative to purchase one. In-filled surfaces do require grooming. Additional grooming may be necessary only when and if the infill has become displaced due to excessive use in certain areas of the surface such as a goal and heavy traffic areas.

ROUTINE BRUSHING

Routine brushing keeps the surface free from debris, but also maintains your synthetic turf system at its optimum performance. Routine brushing simultaneously achieves three objectives:

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

The realized benefits from routine brushing are:

1. Consistent footing and ball bounce throughout the surface

References:

PSFA:
NM State Statute

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Approved: _____	**Date** ___/___/___

2. Maximum aesthetic appeal
3. Lengthened life expectancy

STAI N REMOVAL

General Instructions

Turf fibers are among the most stain resistant in the industry. Most stains are not "true" stains but rather residue of foreign matter that must be promptly and thoroughly removed. The first rule in spot removal is promptness. It is always easier to clean up a fresh spill than one that has dried and hardened. Remove any solid or paste-like deposit with a spatula or table knife. Blot up excess liquids with a thick stack of paper towels or a dry absorbent such as "kitty litter" or Fullers Earth. Dry absorbents can then be swept or vacuumed up. Turf surfaces provide good resistance to staining. However, it is important to realize they are only one part of a sophisticated system of various components designed for overall field performance. Some cleaning agents that are safe for the fiber can be harmful to other components of the system.

Nylon Fibers

Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second which should only be applied by rubbing a cloth soaked in cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers. In the first group of cleaners, which generally can be applied to non in-filled systems without any special precautions, are the following:

1. A warm, mild solution of granular household detergent such as Tide or ALL in water, or any neutral low sudsing detergent that is recommended for fine fabrics. Use approximately one teaspoon of detergent to one pint of water. This will handle most stains.
2. Use three percent solution of ammonia in water for more severe cleaning problems. (NOTE: household ammonia is three percent. Industrial aqua ammonia is 33 percent. Dilute nine parts water to one part industrial ammonia, or the available supply as appropriate.) Thoroughly flush the surface, rinse with plenty of cold water afterwards.
3. Clean, dry absorbents such as paper towels or commercial "kitty litter" can be used for applicable stains.

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration beneath the turf fibers. We recommend consulting a professional for application instructions.

Polypropylene & Polyethylene Fibers

Polypropylene & polyethylene fibers are among the most stain resistant fibers known to man. Hence, most "stains" ON polypropylene and polyethylene fields are not true stains but rather residues of foreign matter which must be promptly and thoroughly removed. (This is not the case with nylon and other fibers on the market.) Most "stains" on polypropylene or polyethylene fields can be removed with water or soap and water. The first rule is promptness. It is much easier to clean up a fresh oil spill before it has time to dry and harden. Remove any solid or paste-like deposit promptly using a dull knife or spatula-like tool. Blot up excess liquids with a stack of towels, cloth or paper. Dry absorbent clay based materials, such as cat litter absorbers ("kitty litter") can be very useful and should be stored on site. Such dry absorbers can be swept or vacuumed up. Cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second of which should only be applied by rubbing a cloth soaked in the cleaner, in order to minimize penetration of possibly harmful agents below the turf fibers.

The first group of cleaners can generally be applied to infilled systems without any special precautions.

"Water Borne" Residues

Most "stains" commonly associated with polypropylene and polyethylene playing fields can be classified as "water borne" stains. These stains are best removed using a warm mild solution of granular household detergent (non-abrasive) and water.

1. Brush the residue with a stiff brush

References:

PSFA:
NM State Statute

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Review/Revision Date	**MM/YY**
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Approved: _____	**Date** ___/___/___

2. Scrub the area with soap and water
3. Rinse the area thoroughly with clear water to remove all traces of soap
4. Dry with absorbent towel(s), if necessary

A. three percent solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.

non "water borne" residues

In the second group of cleaners, where agents must be applied sparingly, care must be taken to avoid penetration into the turf fibers. We recommend consulting a professional for application instructions.

FI E LD MARKING, LOGOS, ADVERTISING AND DECORATION PAINTED LI NE AND MARKING SYSTEM

NOTE: Inlaid line and marking systems are preferred for optimum performance. Inlaid line and marking systems are constructed utilizing the same material specifications, and are to be inset in such a manner to ensure a good bond, an even finished surface and physical strength equal to the material prior to introduction of the line and marking system. Permanent inlaid line and marking systems are more attractive than painted systems because of the reduction in maintenance and quality of image.

Alternative painting of line and marking systems and their care is explained below. Many facility owners like to use elaborate line and marking systems, including facility logos, league logos, sponsor logos, mid-field and end-zone design in assorted colors. Others prefer the simpler approach of sharp, well-defined game markings with no extraneous markings. In either instance, the materials and techniques used in applying paints will determine the life of the markings and the ease of removal when these need to be changed. In marking, do not apply paint too heavily. Light applications give good visibility and adequate life and are less abrasive than excessive layers of "cakedon" paint. Also, where possible, do not paint over inlaid lines and logos.

Dry Markings

Chalk markings are NOT recommended for in-filled systems. Dry chalk can be captured by the infill which can degrade a field's performance and drainage. There are some aerosol chalks that have proven to work

well on synthetic turf. Some brands can stain inlaid lines and logos. We recommend Pioneer's Aerosol chalk as it fades to white over time and will not stain turf.

Paints

Regardless of the type of paint used and design required, best results will be obtained when paint is applied to a clean, dry, dust and grease free base. It is extremely important that old, degraded paint and dirt be washed off any area that is to be repainted if the best appearance and traffic resistance are to be obtained. If your field needs this type of attention, we recommend contacting a Pioneer Athletics representative for quotations and scheduling at.

Temporary Paint

The recommended paints in this category are designed to be easily removable after usage in a limited number of sport games on in-filled systems. Usually, the removal can be achieved by applying a special paint remover solution, agitating with a deck brush or remover machine and rinsing thoroughly with water. We suggest a top quality water based paint designed specifically for synthetic turf such as Pioneer Athletics Game Line paints. One day curing of these paints, at moderate temperature and dry weather, is sufficient. Traditional grass paints or household paints can be very difficult to remove.

Durable Paints

High quality latex based permanent paint is highly durable. Once applied and cured, this paint may require special chemicals and equipment to remove. Thus it is imperative that use of this paint be

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restricted to carefully chosen areas. For each of the above paints, it is recommended that 24-48 hours be allowed for complete cure. Paint should always be applied to dry turf at moderate temperatures.
We recommend Pioneer Athletics' Extreme Line paints for in-filled systems and Titan for non-in-filled systems.

Striping and Painting

The application procedure for applying temporary and permanent paint is as follows:
Remove excess paint existing on field. Test application procedure before going on the field (use a scrap of turf fastened to asphalt, plywood or use a corner of the field.) Use no more paint than absolutely necessary. Keep water on hand and readily available to rinse any spills or mistakes before they dry.
The paint should be applied lightly to the tips of the turf fibers–not the entire length of every fiber. Applying the paint too heavily makes for a very rough, abrasive surface and will make the removal job very difficult. An airless system is recommended as it provides a superior look while using less paint. We recommend applying paint at 500-1,000 psi using a 317 or smaller tip. Sprayers that do not atomize the paint are not recommended as paint will flow into the infill and negatively impact removal and field performance. When applying paint, use large templates and cardboard or wood windshields to minimize paint over-spray. For logos and other markings, always use a guide such as templates or straight edges. Applying more than one coat of paint may make removal significantly more difficult. Therefore, we recommend a single coat be used where possible. Painting Turf systems with brushes or rollers is not recommended. Spraying equipment is recommended for the following four reasons:

1. Spraying can make a more uniform paint application
2. A more intricate template can be used if the paint is sprayed
3. Paint can be applied more rapidly with spray techniques
4. Paint can be removed more easily from areas that have been correctly sprayed than from areas on which the paint has been rolled

PAINT REMOVAL

The main key to efficient removal of temporary paint from surfaces is initial control in the application. The use of excessive amounts of paints is wasteful, presents abrasion hazards to players and requires extra work in removal. Either of the following two techniques should result in clean removal of temporary paints within reasonable time and without excessive labor.

Equipment needed for Paint Removal:

Use a street broom, deck brush, small sprayer or watering can, water hose, medium-sized tank or bucket for mixing, and a couple of wet vacuums.

Materials Needed:

Paint removal method requires the use of 8 percent ammonia. The solution should be prepared in advance and access to water outlets provided. The percent ammonia solution is prepared from aqua ammonia (33 percent ammonia) by diluting with three parts water to one part aqua ammonia.
CAUTION: Aqua ammonia is a strong chemical. Follow the seller's instruction for handling – including eye protection, avoiding skin contact, etc. Ammonia is very corrosive to copper alloys do not use brass nozzles or fittings. For mixing, use galvanized watering cans and a sprayer tank at all times.

Procedures

1. Hose down the painted area with water until the surface is saturated. Using a sprayer or a watering can, apply the ammonia solution on the painted area. It is important that the ammonia solution be metered out uniformly at the rate of one gallon per 45 to 50 square feet. Scrub the wet area with a street broom until the ammonia solution turns to foam. A sweeping motion similar to sweeping a floor is sufficient. During this step, the paint will start to loosen and the pigment will begin to run. However, do not shorten the sweeping at this point.

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2. Wait about 10 minutes to allow the foamed ammonia to work. Apply the same amount of ammonia solution on the area a second time. Thoroughly scrub the area with a street broom. This scrubbing is not intended to be a light scrub, scrub vigorously.
3. Hose down the area with water and simultaneously pick up the water and dislodged paint residue with the wet vacuum. Do not let the water and paint residue seep across the field. If the residue and water start to spread, stop the hosing and let the wet vacuum catch up. Repeat the process if necessary. However, if the paint was applied lightly and uniformly, repeating the process should not be necessary.
If the paint stubbornly adheres to the turf, take the following additional steps:
1. Repeat steps as above. Blast or fracture the paint loose with hot water from an industrial high pressure hot water sprayer. Set the water temperature at 150 degrees F (65C). Do not spray the water at "point blank" range – keep the wand at least 12 - 15 inches (30 - 40cm) from the turf. Use 10 gallons of hot water per minute and a water pressure of no more than 300 psi (21 kg/cm2). No solvent is required.
2. Wet vacuum the residue and water or immediately flood the field.
3. Rinse the area thoroughly with lots of water and pick up rinse water rapidly to avoid unsightly spots or paint residue.

LOAD L IMITS

As a general rule, no long term static load of more than 3 PSI (300 lbs./sq. ft.), nor any transient rolling load of more than 35 PSI be applied to any surface (foam pad or elastic layer under pad). Rolling loads of up to 30 psi are acceptable on an occasional basis. (The loading of a pneumatic-tired vehicle is approximately equal to the air pressure in its tires.) It is good practice to eliminate any unnecessary long-term static loads. Sheets of 3/4" exterior plywood or pieces of 2" x 10" lumber may be used to spread major static loads and thus minimize the risk of damage to the turf system.
NOTE: Under static loads, the surface should first be covered with a load spreader such as polyethylene sheeting to keep it clean. New plywood may contain materials that will leach out and stain the turf if it is exposed to water therefore a polypropylene barrier should be used under the plywood to prevent this from happening.

SNOW AND ICE MANAGEMENT

Snow and ice are not harmful to synthetic turf systems and can generally be left to melt and run off on their own accord. Sometimes, however, it becomes essential to clear away snow and ice to permit scheduled use of the surface. When this happens, the working principle for snow is to leave it in place until as near to time of use as possible. Doing so will minimize the risk of ice build-up from cold wind blowing across a damp snow-cleared surface. Ice removal is more difficult, especially if a heavy layer has built up following freezing rains (see below). Two methods are used for snow removal:

Snow B lowers

If the snow is dry and powdery, it can be swept or blown from the field using a rotary brush or snow blower. Be sure that any machinery used is set so as not to dig into the turf or gouge the surface.
If using a blower:
1. The first pass of the blower should be down the center of the field.
2. Second pass should be made at the edge of either side of the first pass and the blower must be adjusted so that the snow is deposited in the truck.
3. The blower then continues down one side and up the other accompanied by the truck.
4. Clean off remaining snow with a mechanical broom.

Snow Plows

Snow that is wet and sticky may be more easily pushed off the field by using a snow blade with a 4" to 6" wide rubber tip mounted on a Jeep or light tractor. If such a blade is used, extreme care should be taken to avoid digging into the surface. The best blade setting is one that barely "kisses" the top of the surface and

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rolls the snow ahead of the blade. In this procedure, the snow itself will maintain contact with the surface. Wood, metal or other rigid surface blades should not be used. Adjust the blade to proper height taking care that it will not gouge or dig into the surface. MFG. recommends wheels on each side of the blade to ensure the blade cannot possibly dig into the surface.

If using a plow:

1. Push snow into piles off playing surface.
2. Scoop into truck using front-end-loader., also with rubber tipped blade. Use extreme caution.
3. Use a rotary mechanical broom to clean off the remaining snow.

Severe cases of ice can be removed by using a small lawn roller to break up the ice and then proceed as above. It is recommended that all of the equipment used as described above be moved on pneumatic tires. LUGS, STUDS AND CHAINS ARE DAMAGING AND SHOULD NOT BE USED.

Snow removal equipment may be stopped momentarily on the surface, but DO NOT PARK SUCH EQUIPMENT ON THE FIELD OVERNIGHT OR FOR SEVERAL HOURS. Tire pressure should be below 35 PSI. IMPORTANT: Keep tarps or field covers off the field in freezing weather. They are difficult to remove when frozen to the surface. Avoid using a tarp on the field during freezing weather. Tarps can freeze to the turf by means of condensation and thus can be very difficult to remove for a scheduled event.

WATERING OUTDOOR SYNTHETIC TURF SYSTEMS

Some owners have found it desirable to deliberately wet their synthetic turf surfaces, especially in periods of very hot weather. Wetting the surface provides moisture for cooling the field before evaporation takes place. It also acts as a lubricant to the turf but it must be noted it may also lower traction to a slight degree. On a hot sunny day outdoor playing surfaces can receive enough radiant energy to evaporate about a quart of water per square yard per hour. As the moisture evaporates the temperature of the synthetic turf will match that of natural grass in the same area. A full sized soccer, hockey or football field may evaporate up to 1200 gallons of water per hour in extremely hot weather. If you decide to water your field, be careful to distribute the water evenly. If water is put on the field, it should not be from a polluted supply. Also be aware, when a field is watered on an extremely hot day, you risk dangerously raising the heat index level which can be harmful to athletes.

SPECIAL EVENTS ON NON-REMOVABLE SYNTHETIC TURF SYSTEMS

Assemblies and convocation facilities with synthetic surfaces are often used for graduation ceremonies at many colleges / universities. The basic precaution is to keep long-term static loads below 300 pounds per square foot by the use of plywood or other load spreaders. Normally, 4' x 8' sheets of 3/4 " plywood do a good job of load spreading, provided the load is not applied too near the edges of each panel. Landscape fabric should be laid over the turf under the load spreaders to avoid staining or spoilage of the turf. Any chairs placed directly on the playing field surface should be inspected to be sure that the tips of the legs couldn't damage the turf. Metal chair legs should be protected with rubber tips. The legs of wooden chairs should be free of any sharp edges that may tear the turf or damage the under pad.

MINOR REPAIRS TO Turf SURFACES

Your playing surface has been carefully engineered to provide many years of service. In the case of vandalism or unusual abuse, limit your maintenance staff to performing minor repair. For more serious problems, consult your representative.

When to Repair

To properly maintain a synthetic playing field, be aware of day-today activities, usage and condition of the facility. It is very important that any minor damage be repaired immediately because a small problem may eventually grow into a major repair. In addition to routine awareness of field conditions, once or twice a

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year, each field should be given a careful and thorough inspection, preferably in the spring with a follow-up in early fall. All seams should be inspected and any loose areas noted and repaired. Go over the body of each panel of fabric and note any rips and/or tears. Assess the status of the under padding and the condition of the surface. In the case of an older and/ or heavily used field, inspections should be made more frequently.

Why a Spring inspection?

Fields endure their heaviest scheduled activity during the fall months. Once your inspection has been completed you may require the assistance of a professional Turf crew. Your Turf Representative is always available to assist in the case of an emergency, but planned visits permit more efficient and cost effective service. If repairs are required they are easier to make in warm, dry weather. Adhesives will hold better and cure faster when there is more opportunity to leave the repaired area undisturbed. Gluing repairs should not be attempted if the field is wet. What Are "Minor Repairs ?" An open spot in a sewn or glued seam, where the loose area in the seam extends from a few inches to one or two feet (along a glued seam line where at least one of the turf edges is still attached to the seam tape). Cuts, rips or tears in the surface fabric that are less than six inches or so in length do not generally require a special trip by our service staff and can be repaired by the owner without much effort. These can also be regarded as minor unless allowed to become larger. All of these problems can be handled by sewing or adhering the repairs. To repair minor seam openings or loose seam areas:

1. For in-filled systems vacuum sand or rubber from the turf to be repaired.
2. Be sure that the fabrics to be adhered are dry, free from loose sand, dirt, old adhesive and other foreign matter.
3. Remove the area of debris.
4. Position the fabric to check for satisfactory final placement.
5. Be sure the seaming tape to which the fabric will be adhered is itself adhered to the underlying pad (If system uses an underlying pad).
6. Apply a small amount of caulk onto seaming tape. Avoid excessive adhesive to reduce the possibility of bleed through or bleed out. Spread the adhesive with a trowel and trowel so that the entire fabric is coated lightly and evenly.
7. Press the fabric into the adhesive bed uniformly.
8. Weight down the area and allow to cure for a minimum of 2 hours.
9. For in-filled systems, spread appropriate rubber or sand on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

SMOKING SHOULD BE STRICTLY PROHIBITED IN THIS AREA!

OTHER TYPICAL REPAIRS CIGARETTE / FIREWORK BURNS

Use a hand held metal brush (such as is used to remove paint) and brush the spot vigorously to separate the fibers. If brushing the turf does not remove the damage, take a razor knife and cut the fused area away.

PROHIBITED ACTIVITIES ON A SYNTHETIC TURF SYSTEM:

- Storage of materials such as drums, lumber, equipment, etc
- Unnecessary vehicle traffic
- Shot putting, javelin or discus throwing, and the use of any metal spiked shoe
- Open flame, fireworks, welding, etc.
- Use of wire brushes in any form
- Use of cleaning equipment, methods or materials not authorized
- High-pressure water sprays exceeding 1000 psi
- Vehicles with non-pneumatic tires
- Introduction of in-fills that varies from the Turf specifications

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