

(a) For a district to be eligible for state aid under AS 14.11.011, the chief school administrator of the district must certify, on a form provided by the department, that the district has, and is in compliance with, a facility management program that addresses the following five elements of facility management, including maintenance management:

(1) a maintenance management program that is a formal system that records maintenance activities on a work order basis and tracks the timing and costs, including labor and materials, of maintenance activities in sufficient detail to produce reports of planned and completed work;

#### Mandatory

- Show that your system for recording all maintenance activities on a work order basis and how a work order is handled from its creation to completion?
- Show your maintenance personnel performed no activities this week or this month not recorded on a work order?
- Show a record of your work orders that track all of your maintenance activities according to typical categories such as preventive, routine, emergency and operations?
- Generate a report of your planned maintenance activity for the next quarter that shows the timing (i.e., schedule) and anticipated costs, including labor and materials, of that work?
- Produce a report covering the previous three months of all maintenance activities and their costs, including labor and materials broken out by typical maintenance categories such as preventive, routine, emergency and operations?
- Show a report of planned versus completed maintenance activity for each facility by work order?

#### Best Practice

- Show that assets are identified for tracking purposes to the component level?
- Demonstrate how the data collected is used in the day-to-day management program?

(2) an energy management plan that includes  
(a) the recording energy consumption for all utilities on a monthly basis for each building; for facilities constructed before December 15, 2004, a district may record energy consumption for utilities on a monthly basis when multiple buildings are served by one utility plant; and

(b) regular evaluation of the effectiveness of and need for commissioning existing buildings;

Mandatory

- Produce a monthly record of energy consumption for each utility by building?
- Demonstrate that each building over 1000 square feet is separately measured each month?
- (If this is not practical at every site, tell what you do instead.)
- Demonstrate tracking and updating of which facilities are required to be evaluated for retro-commissioning?
- Provide a worksheet or other method of annual evaluation of need for retro-commissioning required facilities?

Best Practice

- Show comparison of energy consumption in each building over multi-year period.
- Identify causes of increased or decreased energy consumption?
- Demonstrate the development of energy efficiency measures (EEMs) based on consumption analysis?
- Tracking implementation of EEMs and then accomplishing appropriate measurement and verification?

(3) a custodial program that includes a schedule of custodial activities for each building based on type of work and scope of effort;

Mandatory

- Produce a copy of your written custodial plan at each site showing a schedule of custodial activities?
- Show that your plan for each building includes the type of work (i.e., the activity needed for each surface or equipment item) and the scope of effort (i.e., the frequency of care for each type of work)?

Best Practice

- Demonstrate the district's plan has been made available to all custodial staff, principals, and management personnel?
- Demonstrate how the plan transfers to custodial work being done at the site?
- Show that the program has included in a scope of effort the quantity (e.g., square feet of carpet, number of toilet fixtures, etc.)?
- Custodial plan shows areas of each custodian's responsibility?

(4) a maintenance training program that specifies training for custodial and maintenance staff and records training received by each person; and

Mandatory

- Show a written training plan or training schedule that addresses annual training goals?
- Produce a schedule of planned training for the coming year?
- Produce a record of training activities by individual custodian and maintenance staff?
- Show training records for last year?

Best Practice

- Track maintenance training through work orders on CMMS?

(5) a renewal and placement schedule that, for each school facility of permanent construction over 1,000 gross square feet, identifies the construction cost of major building systems, including electrical, mechanical, structural and other components; evaluates and establishes the life-expectancy of those systems; compares life-expectancy to the age and condition of the systems; and uses the data to forecast a renewal and replacement year and cost for each system.

Mandatory

- Provide a Renewal & Replacement (R&R) Schedule for each permanent building over 1000 square feet in size?
- Demonstrate that major building systems are identified at least at the level of the 26 systems used on the DEED renewal and replacement schedule?
- Show information that supports the data in the R&R schedule was developed based on on-site assessments?

Best Practice

- Show how these schedules are being used by the district to formulate capital plans?
- Show, for buildings with major additions of different ages, that separate R&R schedules have been created?
- Demonstrate that the R&R schedules are updated each year?
- Provide a site-by-site or districtwide forecast of renewal cost by fiscal year?