

PASADENA UNIFIED SCHOOL DISTRICT COMPREHENSIVE MAINTENANCE PLAN

PURPOSE

The purpose of establishing and maintaining a Comprehensive Maintenance Plan is twofold:

- (a) Develop a comprehensive plan that serves as a roadmap for achieving effective, ongoing facilities maintenance, and sets performance standards to measure the overall effectiveness;
- (b) Provide the public assurance that the District has an effective plan in place to appropriately maintain existing and new District facilities.

This plan will enhance the useful asset life of the District facilities, support the District vision of providing a quality learning environment, and to help control the financial resources that the District draws funds from to accomplish maintenance procedures.

DESCRIPTION OF MAINTENANCE PROGRAM

The maintenance program consists of elements that will enhance the capabilities of the maintenance and operations staff to perform their duties. The following is listing of the key elements to meeting this end:

1. Ensuring that all known funding sources are fully utilized. This will include the State Deferred Maintenance Program, State mandated use of 3% of the General Fund budget
2. Ensuring that a professionally qualified Maintenance Director is providing the needed leadership for the maintenance and operations staff
3. Provide needed training for staff in areas of skills improvement and safety.
4. Provide proper equipment needed to perform tasks. This will include grounds keeping equipment, adequate hand tools, materials and updated testing equipment to meet the changes in technology.
5. Continue to modernize older facilities with other funding to upgrade the infrastructure of the sites.
6. Implementation of new electronic work order system that is user friendly for all customers.

These elements will be achieved through the following procedures:

1. Proper procedures for tracking revenue and expenditures
2. Utilizing in-place training staff i.e. loss control insurance administrators
3. Ensuring that qualified staff is hired to meet current day skills
4. Following established procurement guidelines
5. Ensure that contracts for modernization and new construction contain verbiage that provides for training of staff on new equipment and systems operation

6. Development, and maintenance of District Standards for elements of construction; oversight on construction projects to ensure that District standards are adhered to.

The following is a basic description of the types of maintenance that are performed at sites:

1. Routine maintenance: the day to day maintenance that is not of a major type i.e.; mowing, trimming, weeding, repair of minor leaks, broken windows, painting of graffiti, clearing clogged sewer piping and toilets, repair of doors and closures, etc.
2. Major maintenance: renovation of classrooms, installation of sidewalks, installation of fencing, painting entire school sites, asphalt repair, etc.
3. Deferred maintenance based on State definition:
 - Plumbing
 - HVAC
 - Electrical
 - Classroom lighting
 - Floor covering
 - Asbestos removal
 - Lead removal
 - Painting
 - Paving
 - Roofing
 - Underground tanks
 - Wall systems

The District will be able to measure the success of the program by utilizing an effective electronic work order system. The system will have the capability to display year-to-year comparison by site and by work trade. The maintenance department will also evaluate the amount of work orders that issued by skilled trade to evaluate whether more personnel needs are required in these areas.

BACKGROUND

Prior to 1978, the State of California fully funded school districts to meet all their facilities needs. Because of the requirement of passing bonds with a 2/3 vote, districts found it difficult to pass these local bonds and had to rely more and more on State funding.

The State found that with this extra financial burden, it was unable to fully fund school districts. As a direct result of this lack of funding, districts had to drastically cut their budgets. With the increased growth in the student population, districts were unable to cut teaching staff, thus resulting in cutting “away from the classrooms”.

The districts were faced with reducing staff in the areas that supported the teaching staff and those that were responsible for the upkeep of the facilities. Custodial and maintenance staff was drastically reduced to a point that facilities could not be maintained.

ACTION PLAN

In 1998, the State of California realized that the public school system facilities were in deplorable state and enacted the Leroy F. Greene Facilities Act of 1998. This act provided for the passage of State bonds to fund building of new schools and more importantly, the renovation of older schools.

As a result of this funding, the State mandated that school districts establish a “Routine Maintenance Account”. The district shall set aside 3% of its general fund monies for maintenance of facilities. This mandate requires school districts to “make all necessary repairs, renewals, and replacements to ensure that a project is at all times in good repair, working order, and condition”.

The District will follow the Office of Public School Construction (“OPSC”) Deferred Maintenance Program Handbook, Appendix 1: Life Expectancy of School Facilities Components, as a guideline for this plan.

These mandates and the State’s ability to fully fund the Deferred Maintenance Program, has greatly increased the Districts ability to fund maintenance projects listed in the Deferred Maintenance Plan.