

## Division of Public School Academic Facilities and Transportation (*Division*) Preventative Maintenance Schedule Suggestions

**Purpose** – This document has been prepared to provide guidance and assistance to school districts to properly set-up the district's computerized maintenance management system (*SchoolDude*) which is provided by the state. These suggestions are offered in an attempt to assist the districts in restricting unnecessary or burdensome duplications of the PM schedules. While these remarks are suggestions, it is highly recommended that the suggestions be followed as closely as possible in order for the Division to get accurate and consistent data for the Annual Report each July 1st. Districts are allowed some flexibility in the assignment of coding. If you have any questions on this matter contact your Area Project Manager - Maintenance at (501) 682-4261.

### 1. SITE

- A. **Combine the Types:** Sidewalks, Canopies, Parking Surfaces, Fencing, ADA Access & Fire Lanes into one Type. Enter one Bi-annual Schedule for one Building at each Location.
- B. **Playgrounds:** Enter one Monthly Schedule for one Building at each applicable Location.
- C. **Grounds:** Enter one Monthly (*for Daily*) Schedule for one Building at each Location.

### 2. ROOF

- A. Enter one Bi-annual Schedule for each Building at each Location.

### 3. EXTERIOR

- A. **Combine the Types:** Windows, Exterior Doors & Exterior Painting into one Type. Enter one Annual Schedule for each Building at each Location.

### 4. STRUCTURAL

- A. **Combine the Types:** Foundations, Wall Systems, Masonry & Concrete into one Type. Enter one Bi-annual Schedule for each Building at each Location.

### 5. INTERIOR

- A. **Combine the Types:** Flooring, Walls, Ceilings, Interior Doors & Stairways into one Type. Enter one Annual Schedule for each Building at each Location.

### 6. HVAC

- A. **Air Filters.** Enter one Monthly Schedule (*1 to 3 months*) for each applicable Building at each Location.
- B. **Combine the Types:** Split Systems, Package Units, Ventilation Systems & Controls into one Type. Enter one Annual Schedule for each applicable Building at each Location.
- C. **Chillers.** Enter one Monthly (*for Daily*) Schedule for each applicable Building at each Location.
- D. **Cooling Towers.** Enter one Bi-annual Schedule for each applicable Building at each Location.

### 7. ELECTRICAL

- A. **Combine the Types:** Distribution, Service, Lighting (*Exterior and Interior*) & Generators into one Type. Enter one Annual Schedule for each Building at each Location.

**8. PLUMBING**

- A. **Combine the Types:** Fixtures and Components, Water Piping, Water Heaters & Sewer into one Type. Enter one Annual Schedule for each Building at each Location.
- B. **Backflow Preventers.** Enter one Annual Schedule for each applicable Building at each Location.
- C. **Well Systems.** Enter one Monthly (*for Daily*) Schedule for one Building at each applicable Location.

**9. FIRE & SAFETY**

- A. **Fire Extinguishers.** Enter one Monthly and one Annual Schedule for each Building at each Location.
- B. **Kitchen Hood Suppression Systems.** Enter one Bi-annual Schedule for each applicable Building at each Location.
- C. **Fire Alarms.** Enter one Monthly Schedule and one Annual Schedule for each Building at each Location.
- D. **Fire Sprinkler Systems.** Enter one Annual Schedule for each applicable Building at each Location.
- E. **Emergency Lights and Exit Lights.** Enter one Monthly Schedule for each Building at each Location.

**10. TECHNOLOGY**

- A. *Optional.*

**11. SPECIALTIES**

- A. **Kitchen Equipment.** Enter one Bi-annual Schedule for each applicable Building at each Location.
- B. **Elevators and Wheel Chair Lifts.** Enter one Bi-annual Schedule for each applicable Building at each Location.

**12. SPACE UTILIZATION**

- A. *Optional.*