

**Arkansas Division of
Public School Academic
Facilities and Transportation**

Arkansas Association of Educational Administrators

Bringing Your District Into Compliance with State Mandated Inspections

**ARKANSAS DIVISION OF PUBLIC SCHOOL ACADEMIC
FACILITIES AND TRANSPORTATION**

July 31, 2012



Organization

Commission for Arkansas Public School Academic Facilities and Transportation



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Dr. Tom Kimbrell, Chairman



President, Arkansas Development Finance Authority
Mac Dodson



Director, Department of Finance & Administration
Richard Weiss

Arkansas Division of Public School Academic Facilities and Transportation

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Transportation**

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**Gary Smith
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**Marvin Parks
Bus Driver Trainer**

**Emily Hartman
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**Kenneth Johnson
Area Project Manager
Maintenance**

**Phillip May
Area Project Manager
Construction**

**James Camp
School Bus Inspector**

**Mitszey Sanders
Bus Driver Trainer**

**Kevin Mullen
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**Milton Purdy
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Data Base**

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School Bus Inspector**

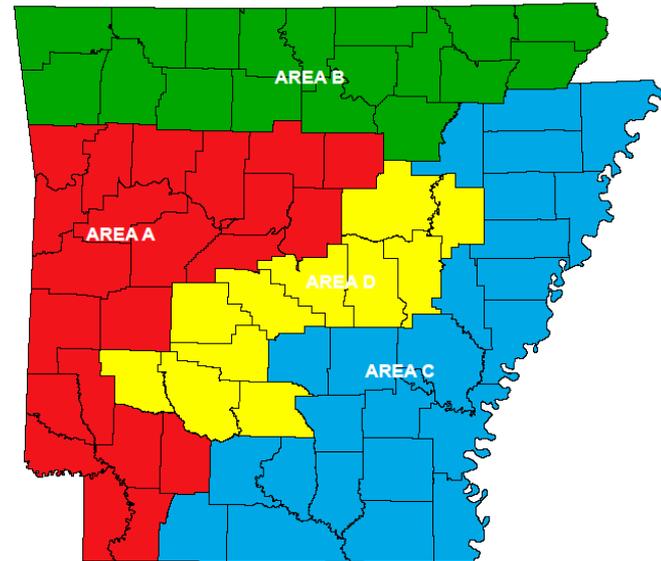


**Arkansas Division of
Public School Academic
Facilities and Transportation**

Division Areas of Responsibility for Cooperatives



Source: Arkansas SBDC, <http://asbdc.uair.edu>



Area A

Phillip May, Construction
Kevin Mullen, Maintenance
Desi Berry, Planning

Area B

Roy Blackmon, Construction
Cal Miller, Maintenance
Emily Hartman, Planning

Area C

Desiree Palculict, Construction
Charles Carter, Maintenance
Ashley Burdess, Planning

Area D

Leslie Dyess, Construction
Kenneth Johnson, Maintenance
Murray Britton, Planning

Introduction to State Mandated Inspections

➤ Purpose

- a. To reduce liability to the district
- b. To comply with state law
A.C.A. § 6-21-813

➤ The applicable statutes

a. District responsibilities

A.C.A. § 6-21-813(e)(1)

A.C.A. § 6-21-813(d)

A.C.A. § 6-21-813(f)

b. Agency responsibilities

A.C.A. § 6-21-813(e)(1)

A.C.A. § 6-21-813(d)

A.C.A. § 6-21-813(f)

c. Division responsibilities

A.C.A. § 6-21-813(e)(1)

A.C.A. § 6-21-112-(f)(15)(A)

A.C.A. § 6-21-813(d)

A.C.A. § 6-21-112-(f)(15)B

A.C.A. § 6-21-813(f)



State Mandated Inspections Comply with State Law A.C.A. § 6-21-813

A.C.A. § 6-21-813

Arkansas Code of 1987 Annotated Official Edition
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*** Legislation is current through the 2012 Fiscal Session and updates ***
*** received from the Arkansas Code Revision Commission through ***
*** April 24, 2012. ***

Title 6 Education
Subtitle 2. Elementary And Secondary Education Generally
Chapter 21 School Property And Supplies
Subchapter 8 -- Arkansas Public School Academic Facilities Program Act

A.C.A. § **6-21-813** (2012)



A.C.A. § 6-21-813

District, Agency & Division Responsibilities

6-21-813. Inspections.

(d) The division shall work with state agencies and commissions requesting inspection assistance for those areas in which the state agency or commission has primary responsibility to conduct lawfully required inspections.

(e) The division shall work with school districts, state agencies, and state commissions to ensure that:

(1) All lawfully required inspections of academic facilities are performed, including without limitation scheduled, unscheduled, or emergency inspections of or concerning:

- (A) Boilers;
- (B) Electrical systems;
- (C) Heating, ventilation, and air conditioning systems;
- (D) Natural gas piping systems;
- (E) Liquid propane gas systems;
- (F) Plumbing systems, including without limitation reduced pressure zone valves;
- (G) Indoor air quality systems;
- (H) Fire prevention;
- (I) Elevators;
- (J) Occupational safety and health issues;
- (K) Water wells; and
- (L) Asbestos; and

(f) If an inspection or code violation is reported in the course of an inspection or re-inspection conducted by a state agency or commission, the division shall work closely with the school district and the appropriate state agency or commission to ensure the violation is remedied within thirty (30) days of the date the inspection or code violation is reported or as soon as reasonably possible thereafter.



A.C.A. § 6-21-112

Division Responsibilities

6-21-112. Division of Public School Academic Facilities and Transportation.

(15) (A) Report by October 1 of each year to the Governor, the House Committee on Education, the Senate Committee on Education, and the Academic Facilities Oversight Committee on the state of condition of academic facilities statewide using the following building and design systems:

- (i)** Site land and all improvements to the site, excluding permanent or temporary buildings, such as grading, drainage, drives, parking areas, walks, landscaping, and playgrounds;
- (ii)** Roofing;
- (iii)** Exterior;
- (iv)** Structure;
- (v)** Interior;
- (vi)** Heating, ventilation, and air conditioning;
- (vii)** Plumbing and water supply;
- (viii)** Electrical;
- (ix)** Technology;
- (x)** Fire and safety;
- (xi)** Specialty items, including equipment and furnishings; and
- (xii)** Space utilization.



(B) The report also shall include summary results of lawfully required inspections of public school academic facilities by state agencies and commissions;

State Mandated Inspections Matrix

- School Districts
- State Fire Marshal (*Arkansas State Police*)
- Arkansas Health Department
- Arkansas Department of Labor
- Arkansas Department of Environmental Quality



State Mandated Inspections

RESPONSIBLE PARTY	SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION	REMARKS
SCHOOL DISTRICT	Fire Extinguishers	Inspect for proper charge	Monthly	AFPC, Vol. 1, Section 906.2	School custodial/maintenance staff sign-off on tag attached to cylinder
	Asbestos Program		Monitor every 6-months, re-inspect every 3 years	US EPA AHERA Plan	
FIRE MARSHAL	Fire Safety	Semi-annual Fire Inspections	Semi-annually	A.C.A. § 6-21-106	By local fire marshal
	Fire Alarm		Annually	AFPC, Vol. 1, Section 907.20.5	
	Fire Sprinkler		Annually	AFPC, Vol. 1, Section 901.6	
	Fire Extinguishers		Annually and every 6 yrs.	AFPC, Vol. 1, Section 906.6.1	Re-charge annually, Hydro-static cylinder test every 6 yrs.
	Kitchen Exhaust Hood Fire Suppression		Semi-annually	AFPC, Vol. 1, Section 904.11.6.4	
HEALTH DEPARTMENT	Natural Gas Piping System		Annually, prior to the beginning of school	A.C.A. 17-38-201(a)(6)(A)	File completed report with the ADH, Division of Plumbing
	Plumbing System Installations	Mandated inspections for new or replacement plumbing and natural gas installations.	Three inspections required: Once on rough-in, once on top-out, and final inspection prior to occupancy	A.C.A. 17-38-201	Shown for informational purposes only. Not required in SchoolDude.
	Food Service	Inspection of kitchen and food service areas	Annually	Food Establishment Regulations page 122	Health Department Food Service Inspector
	Back-flow Prevention	Service and maintenance of RPZ device.	Annually	American Society of Sanitary Engineering (A.S.S.E.) Standard 5-202.14 Backflow Prevention Device, Design Standard	Certified personnel or licensed contractor
	Septic Systems				
LABOR DEPARTMENT	Hot Water Boilers & Heaters	Inspection of boilers	High pressure - annually	A.C.A. § 20-23-203	Labor Department inspector or insurance carrier licensed by Labor Department
			Low pressure - externally annually; internally every 3 years		
			Unfired pressure vessel - biennially		
Elevators and Lifts		Every six (6) months	A.C.A. § 20-24-112(a)(3)	Labor Department Inspector	
ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY	Sewage Treatment Systems	Perform operational and discharge inspections	Daily, by the District. Once every five (5) years by ADEQ		
	Underground Storage Tanks			Rule 12	

Disclaimer

This matrix system depicting the known state mandated inspections for K-12 facilities may or may not include every inspection. Agencies who review this matrix shall add-to or delete from this listed as established by current Arkansas law. Likewise, any corrections or additions needed to depict the actual enabling legislation shall be corrected by the respective agencies.

State Mandated Inspections

State Fire Marshal (*Arkansas State Police*)

SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION	REMARKS
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Fire Safety	Semi-annual Fire Inspections	Semi-annually	A.C.A. § 6-21-106	By local fire marshal
Fire Alarm		Annually	AFPC, Vol. 1, Section 907.20.5	
Fire Sprinkler		Annually	AFPC, Vol. 1, Section 901.6	
Fire Extinguishers		Annually and every 6 yrs.	AFPC, Vol. 1, Section 906.6.1	Re-charge annually, Hydro-static cylinder test every 6 yrs.
Kitchen Exhaust Hood Fire Suppression		Semi-annually	AFPC, Vol. 1, Section 904.11.6.4	



State Mandated Inspections

Arkansas Department of Health



SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION	REMARKS
Natural Gas Piping System		Annually, prior to the beginning of school	A.C.A. 17-38-201(a)(6)(A)	File completed report with the ADH, Division of Plumbing
Food Service	Inspection of kitchen and food service areas	Annually	Food Establishment Regulations page 122	Health Department Food Service Inspector
Back-flow Prevention	Service and maintenance of RPZ device.	Annually	American Society of Sanitary Engineering (A.S.S.E.) Standard 5-202.14 Backflow Prevention Device, Design Standard	Certified personnel or licensed contractor

State Mandated Inspections Arkansas Department of Labor

SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION	REMARKS
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Hot Water Boilers & Heaters	Inspection of boilers	High pressure - annually	A.C.A. § 20-23-203	Labor Department inspector or insurance carrier licensed by Labor Department
		Low pressure - externally annually; internally every 3 years		
		Unfired pressure vessel - biennially		
Elevators and Lifts		Every six (6) months	A.C.A. § 20-24-112(a)(3)	Labor Department Inspector



**Arkansas Department
Of Labor**

State Mandated Inspections

Arkansas Department of Environmental Quality

SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION
Sewage Treatment Systems	Perform operational and discharge inspections	Daily, by the District. Once every five (5) years by ADEQ	
Underground Storage Tanks			Rule 12



Using SchoolDude to File Report

- Follow instruction sheet on how to use PMDirect to report
- Not a PMDirect work order
- Reporting tool only
- View instruction sheet



Instructions for Implementing the State Mandated Inspections On the SchoolDude System



Definition

The State Mandated Inspections are those inspections required by various state agencies to assure occupant health and safety in public K-12 facilities in Arkansas.

- In some cases, these inspections will be performed by the agencies or their appointed representatives at no cost to the school district.
- In other cases, the inspection cost must be borne by the district and the report of that inspection is to be filed with the appropriate agency.

Instructions for Implementing the State Mandated Inspections On the SchoolDude System

Law

The Division of Public School Academic Facilities and Transportation is mandated by A.C.A. §6-21-112 and A.C.A. §6-21-813 to assist all school districts in the completion of these mandated inspections and to provide summary reports of the lawfully mandated inspections.

The summary report will be the compilation of the Preventive Maintenance work orders issued by each district with the Classification Code of State Mandated Inspections.



Instructions for Implementing the State Mandated Inspections On the SchoolDude System

Process

- Each district should create one PM work order for each State Mandated Inspection.
- There are fifteen different types under the one Classification Code called State Mandated Inspections.
- Not all types are applicable to every district.
- The districts will determine which apply to their facilities along with the assistance of Division staff.



Instructions for Implementing the State Mandated Inspections On the SchoolDude System

Process - *continued*



- For purposes of this report, each PM work order for the applicable types will be written to cover the entire district.
- This is different from the normal maintenance and preventive maintenance work orders written and assigned to a particular building.

Instructions for Implementing the State Mandated Inspections on the SchoolDude System

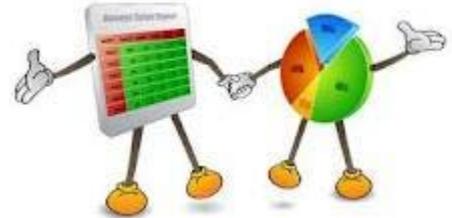


Required Reports

There are basically two separate reports required per A.C.A. §6-21-112 for the Division to compile:

1. Report to Governor, House and Senate Education Committees on the general state of condition of facilities for all districts
2. Summary report on lawfully required inspections of school facilities by State agencies

Instructions for Implementing the State Mandated Inspections On the SchoolDude System



Required Reports - *continued*

- The District is allowed to write one (1) work order for that appropriate Type under the State Mandated Inspections Classification Code and hold the work order open until all buildings affected by that Type have been inspected, and then close the work order.

Instructions for Implementing the State Mandated Inspections On the SchoolDude System

example

Example

A district is required to have a bi-annual fire inspection in each facility according to the State Fire Code.

- The district should write two (2) PM work orders per building to have someone accompany the Fire Marshal on the required inspections using the Fire and Safety Classification Code.
- At the same time, the district should write one (1) PM work order using the State Mandated Inspection Classification Code.

just
another
example

Instructions for Implementing the State Mandated Inspections On the SchoolDude System

Example - *continued*

- Once each building has had both of the required bi-annual inspections, the individual PM work orders for that building should be closed.
- Once all buildings have had the required inspections the one (1) district wide work order should be closed to show the completion of State Mandated Inspections.
- The Division can generate one report that each building had the required inspections.



6 Easy Steps

[Home](#)
[Calendar](#)
[New Schedule](#)
[Account Settings](#)

Search for:

PM SCHEDULE
 Steps for schedule setup
 (4) Optional steps

- Step 1** State Mandated Inspections
- Step 2** Select Type
- Step 3** Select
- Step 4** Select Location*
- Step 5** Select Building*
- Step 6** Select Equipment*
- Step 7** Select PM
- Step 8** Define Job Start Up*
- Step 9** Define Safety
- Step 10** Define Tasks & Procedures*
- Step 11** Define Tools*
- Step 12** Define Parts*
- Step 13** Define Journal
- Step 14** Define Codes & Assignment*
- Step 15** Define Frequency*

You are at Step 1: Select the classification by clicking an icon below.

Please note that Classification is required.
 Select how you want to view the Classifications: 1) Selection List, or 2) Icons.

Sort by code:

<input type="radio"/> Discontinued	<input type="radio"/> Electrical	<input type="radio"/> Exterior
<input type="radio"/> Fire & Safety	<input type="radio"/> HVAC	<input type="radio"/> Interior
<input type="radio"/> Not needed	<input type="radio"/> Other Miscellaneous	<input type="radio"/> Plumbing
<input type="radio"/> Roof	<input type="radio"/> Site	<input type="radio"/> Space Utilization
<input type="radio"/> Specialties	<input checked="" type="radio"/> State Mandated Inspections	<input type="radio"/> Structural
<input type="radio"/> Technology		

Step 1

Preventive MaintenanceDir...

Arkansas Division of Public School Academic Facilities and Transportation

Home Calendar New Schedule Account Settings

Search for: [] GO

Back to PM Scl

PM SCHEDULE
Steps for schedule setup
(*Optional steps)

Step 1 State Mandated Inspections

Step 2 Fire Alarm

Step 3 Select Manufacturer*

Step 4 Select Location*

Step 5 Select Building*

Step 6 Select Equipment*

Step 7 Select PM

Template*

Step 8 Define Job Start Up*

Step 9 Define Safety

Points*

Step 10 Define Tasks &

Procedures*

Step 11 Define Tools*

Step 12 Define Parts*

Step 13 Define Journal

Notes*

Step 14 Define Codes &

Assignment*

Step 15 Define Frequency*

You are at Step 2: Select the type by clicking an icon below.

Previous Step Next Step

Not applicable

Asbestos Re-Inspection

Asbestos/Building Features Semi-Annual Inspection

Back-Flow Prevention

Elevators and Lifts

Fire Alarm

Fire Extinguishers Annual Inspection

Fire Extinguishers Monthly

Fire Extinguishers Annual Inspection

Fire Safety Bi-Annual Inspections

Fire Sprinkler

Food Service

Hot Water Boilers and Heaters

Kitchen Exhaust Hood Fire Suppression

Natural Gas System Annual Inspection

Sewage Treatment Systems

Underground Storage Tanks

Previous Step Next Step

Desktop

Step 2

<https://app20.schooljude.com/toolbox/mydtpm/mydtpm> Preventive MaintenanceDir...

File Edit View Favorites Tools Help

Home Calendar New Schedule Account Settings

Search for: GO

PM SCHEDULE
 Steps for schedule setup
 (*Optional steps)

- Step 1 State Mandated Inspections
- Step 2 Fire Alarm
- Step 3 Select Manufacturer*
- Step 4 All locations*
- Step 5 Select Building*
- Step 6 Select Equipment*
- Step 7 Select PM Template*
- Step 8 Define Job Start Up*
- Step 9 Define Safety Points*
- Step 10 Define Tasks & Procedures*
- Step 11 Define Tools*
- Step 12 Define Parts*
- Step 13 Define Journal Notes*
- Step 14 Define Codes & Assignment*
- Step 15 Define Frequency*

You are at Step 4: Select location by clicking an icon below.

- Not applicable
- ALL Locations
- Administration
- Northwest Elementary School
- Shane Middle School
- Southeast Elementary School
- Tiger Stadium
- Transportation
- Western High School

Desktop

Step 3

<https://app20.schoolsde.com/toolbox/mydtpm/mydtpm> Preventive MaintenanceDir...

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Arkansas Division of Public School Academic Facilities and Transportation
Go to - Quick Links - LOGOUT MY AC



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Search for:

[Advanced Search](#) | [Help](#)

PM SCHEDULE
 Steps for schedule setup
 (*Optional steps)

[Step 1](#) State Mandated Inspections
 [Step 2](#) Fire Alarm
 Select

Manufacturer*

[Step 4](#) All locations*
 [Step 5](#) All buildings*
 Select Equipment*
 Select PM

Template*

Define Job Start Up*
 Define Safety

Points*

Define Tasks & Procedures*

Define Tools*
 Define Parts*
 Define Journal

Notes*

Define Codes & Assignment*
 Define Frequency*

You are at Step 5: Select building by clicking an icon below.

- Not applicable
- ALL Buildings
- Admin. Office Bldg.
- Cafeteria
- Elementary
- Field House/Athletic complex
- Gym
- Gym
- Gym
- High School
- Main Building
- Multi Purpose Building
- Safe Room
- Science Annex
- Storage and Wash Rack

Step 4

https://app20.schoolsde.com/toolbox/mydtpm/mydtpm Preventive MaintenanceDir...

Arkansas Division of Public School Academic Facilities and Transportation

Home Calendar New Schedule Account Settings

Search for: GO

Back to PM Schedule

PM SCHEDULE
Steps for schedule setup (*Optional steps)

- Step 1 State Mandated Inspections
- Step 2 Fire Alarm
- Step 3 Select Manufacturer*
- Step 4 All locations*
- Step 5 All buildings*
- Step 6 Select Equipment*
- Step 7 Select PM Template*
- Step 8 Define Job Start Up*
- Step 9 Define Safety Points*
- Step 10 Define Tasks & Procedures*
- Step 11 Define Tools*
- Step 12 Define Parts*
- Step 13 Define Journal Notes*
- Step 14 Define Codes & Assignment*
- Step 15 Define Frequency*
- Step 16 Define Template

You are at Step 15: Define the frequency schedule below.

[Previous Step](#) [Next Step](#)

Number of days allowed to complete PM WO

Recurrence Pattern
Recurring Calendar Event

Daily Every ___ day(s)
 Every weekday

Weekly Recur every ___ week(s) on:
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Monthly Day ___ of every ___ month(s)
 The first ___ Monday ___ of every ___ month(s)

Yearly Every July ___ 15 of every 1 years
 The first ___ day ___ of January ___ of every ___ years

Range of Recurrence

Start 7/3/2012

No end date
 End after ___ occurrences
 End by

[Previous Step](#) [Next Step](#)

Step 5

https://app20.schooldeude.com/toolbox/mydtpm/mydtpm Preventive MaintenanceDir...

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Arkansas Division of Public School Academic Facilities and Transportation

Home Calendar New Schedule Account Settings

Search for: GO

Advanced Search Help

PM SCHEDULE
Steps for schedule setup
(*Optional steps)

- Step 1 State Mandated Inspections
- Step 2 Fire Alarm
- Step 3 Select
- Manufacturer*
- Step 4 All locations*
- Step 5 All buildings*
- Step 6 Select Equipment*
- Step 7 Select PM
- Template*
- Step 8 Define Job Start Up*
- Step 9 Define Safety
- Points*
- Step 10 Define Tasks & Procedures*
- Step 11 Define Tools*
- Step 12 Define Parts*
- Step 13 Define Journal
- Notes*
- Step 14 Define Codes & Assignment*
- Step 15 Define Frequency*
- Step 16 Define Template
- Step 17 Setup Schedule**

You are at Step 17: Summary

Below is your new schedule summary:

Schedule Title
State Mandated Fire Alarm Annual Inspect

Note: The title is used in reports and the calendar. It should be both brief and informative.

Classification:
Type:
Manufacturer:
Location:
Building:
Equipment:
Task Procedures:
Job Purchases:
Journal Notes:
Recurrence Pattern:
Date Schedule Start:
Date Schedule End:

State Mandated Inspections
Fire Alarm not defined
not defined
not defined
0 piece(s) of equipment defined
0 tasks defined
0 parts needed for the job
0 Journal Notes defined
Yearly
7/3/2012
no end date

Setup Schedule Now

Desktop

Step 6

Instructions for Implementing the State Mandated Inspections On the SchoolDude System

Assistance



You came to the right place.
We can help!

Specific State guidelines questions

- Contact the **Division** at (501) 682-4261, not SchoolDude

Technical assistance with creating a PM schedule or accessing the State Mandated templates

- Contact **SchoolDude** support at (877) 883-8337 or support@schooldude.com

Division Support

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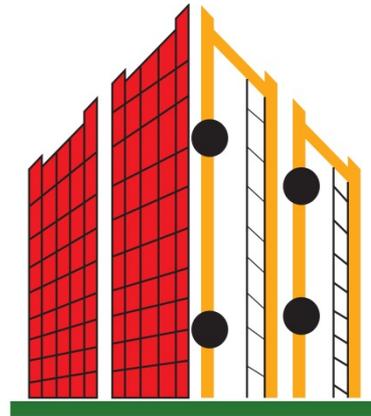
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Arkansas Association of Educational Administrators

Bringing Your District Into Compliance with State Mandated Inspections

**ARKANSAS DIVISION OF PUBLIC SCHOOL ACADEMIC
FACILITIES AND TRANSPORTATION**

July 31, 2012