

## 2008 MASTER PLAN – FREQUENTLY ASKED QUESTIONS CUSTODIAL AND MAINTENANCE PLANS

### **Question CM1. Preventative Maintenance Documentation: Tab 11, page 9:**

What documentation/information should a district provide to complete Tab 11, and where does the information come from?

**Answer CM1.** *Tab 11 will document two functions –the specifics of the district’s preventative maintenance activities (Steps 1, 2, and 3) and the inspections completed or not completed during the calendar year January 1, 2007 through December 31, 2007 (Step 4). All districts will be able to complete Steps 1, 2, and 3. However, if the district did not complete any or all of the preventative maintenance inspections during calendar year 2007, they should note that in Step 4. Information will come from the district’s complete or incomplete preventative maintenance work orders.*

**Question CM2, Tab 10.** Does the Division have an acceptable Work Order Request System that districts should use.

**Answer CM2.** *No. The Division does not have a preferred format for the district’s maintenance work order request system.*

**Question CM3, Tab 9.** Do I need a maintenance/custodial plan and/ or schedule for each facility when the plans and schedules for some facilities may be the same?

**Answer CM3.** The district does not have to duplicate plans and schedules that are applicable to several facilities. Instead they may indicate on the plans/schedules which facilities where they apply.

**Question CM4, Tab 9.** Do I need to list Maintenance/Custodial training if those services are contracted?

**Answer CM4.** *Yes. This information should be attained from the company which you have contracted maintenance / custodial care.*

**Question CM5, Tab 11.** Do districts need to include safety audits when the company that the district has contracted to do annual audits tells us what needs to be corrected?

**Answer CM5.** *Yes. It may include some custodial and/or maintenance work functions, but will certainly address life safety issues.*

**Question CM6, Tab 11.** What about Department of Labor inspections? Do districts need to include reports?

**Answer CM6.** *Most of these reports are sent directly to the Division.*

**Question CM7, Tab 10.** Do you have to have licensed staff to perform maintenance?

**Answer CM7.** *Yes, possibly for some systems. Pages 10-16 of the Custodial and Maintenance Manual indicates which systems may require maintenance licenses in accordance with applicable state laws.*

**Question CM8, Tab 10.** What do you consider a boiler?

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**Answer CM8.** *A boiler is a steam or hot water heating device that creates sufficient PSI pressure or generates sufficient BTU's of heated water to be classified as a boiler in accordance with the state boiler and plumbing laws.*

**Question CM9.** **Does the Maintenance Plan required in Tab 10 apply to buses also?**

**Answer CM9.** *No. The Maintenance Plan applies only to public school facilities and does not apply to buses.*

**Question CM10.** **Tab 9. Do you want custodial and maintenance information on pre-K and administration buildings?**

**Answer CM10.** *Yes. The custodial and maintenance plan must address all public school facilities.*

**Question CM11.** **Tabs 10 and 11. What is defined as Academic vs. non-academic areas?**

**Answer CM11.** *Academic facilities are defined as a building or space, including related areas where students receive instruction that is an integral part of an adequate education (§6-20-2502). Therefore, all instructional areas and instructional support areas are considered academic spaces for the purpose of Master Plan submission. Administration buildings, field houses (sports arenas) and bus garages would be considered non-academic spaces.*