SUPPORT SERVICES

Periodic Facility Review Process

I. Purpose

This regulation is provided to describe the periodic facility review process and establish procedures to fulfill this requirement. This program is designed to prevent obsolescence of the physical plant, uncover major problems, and to accumulate data to support possible improvements to buildings and grounds.

II. Scope

Periodic facility reviews shall be performed on a regular basis to evaluate the preventive maintenance program and to review with each building administrator the conditions of the facility and grounds.

III. Responsibilities

The Director of Facilities Services shall be responsible for periodic facility reviews and where justified and within budget, shall incorporate recommended projects into the major maintenance budget or into the Capital Improvements Program. Building administrators and supervisors of other programs shall be responsible for making recommendations to the Supervisor of Facilities Management to include improvement projects for possible inclusion in budget documents.

IV. Procedures

A. In the process of preventive maintenance inspections and completion of maintenance work orders, deficiencies may be discovered which require significant expenditure of funds for correction. A facility review shall identify those recurring problems which are most pressing, or may have been deferred, and provide basic data for more detailed study.

B. The periodic facility review process shall expose the entire range of problems to be considered and assist in establishing priorities. The review shall also assist in establishing a database for each facility so that significant deficiencies can be continually reviewed to support long-range budgeting and planning.
C. Facility reviews shall be on a rotating basis throughout the year. The Office of Facilities Services personnel shall contact a building administrator, arrange for an inspection time, and jointly review the facility.

D. The Office of Facilities Services staff shall review all data obtained. A simplified engineering and cost analysis shall be made to determine the criticality of the need, the estimated cost, and priority for accomplishment in relation to other needs within the School Division.

The Associate Superintendent for Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.