

Public School Facilities Authority Facility Maintenance Assessment Report (FMAR)

SITE: Well-maintained paved surfaces and grounds will provide for safe and efficient access and a positive first impression to parents, community members, and visitors. Effective drainage will promote long-term facility life. Safe walkways, grounds and playgrounds will minimize student injury. To confirm an effective inspection and preventive maintenance program in this area, the appearance and condition of school grounds and equipment will be assessed for the following items:

Site	Systems / Equipment / Components	What are we looking for?
<p>Roadway/Parking: FMAR Weight: 3 References: Statute:</p>	<p>Driveways & parking lots, asphalt surfaces, striping, traffic signs, handicap areas, speed bumps & student drop off locations, direction arrows, fire/hazard lane striping etc.</p>	<p>Parking components should be well maintained. Asphalt/concrete has no severe splitting/holes, damage & is clear of excessive debris. Parking, handicap and directional striping & signage is effectively visible & well installed. Check for tripping hazards. No damage/graffiti. Fire lanes accessible and visible.</p>
<p>Site Utilities: FMAR Weight: 5 References: Statute:</p>	<p>Exterior: Natural gas lines, propane tanks, electrical (associated meters), solid waste, water, manhole access covers, transformers, generators, electrical panels, sprinkler systems.</p>	<p>Components are in good physical condition, secure (locked & physically protected), well kept, clean, labeled with evidence of maintenance; debris Free. Utility manhole covers secure / locked.</p>
<p>Playgrounds/Athletic Fields (AF): FMAR Weight: 5 References: Bleacher Safety: International Code Council (ICC)-300, Chapter 5, Section 503 Playgrounds: US CPSC</p>	<p>Impact surface/material, weed control, border conditions, tripping hazards, equipment hardware, playing surfaces, nets, scoreboard. Shade devices and accessories. Playground fall zones & high risk areas.</p>	<p>Playgrounds: Impact surface maintained and spread evenly with no presence of weeds; borders in good condition; no tripping or physical hazards; equipment hardware intact and in good condition; no splintering/no paint surface splitting. Identify safety/risk/property hazards. AF - Playing surfaces adequate (grass/impact surface); no protruding/broken sprinklers; Fencing in good condition & secure; Scoreboards are intact; weeds managed: no tripping or physical hazards; equipment hardware intact and in good condition; no splintering. Pests?</p>
<p>Site Drainage: FMAR Weight: 8 References: Statute:</p>	<p>Splash blocks, roof drain devices, surface drain grates, culverts, recessed grates, design swales, natural drainage, drain collection ponds.</p>	<p>Accumulated water/snow is steered away from building(s); review for potential ponding or active erosion points; splash blocks and grates intact and installed per design & debris free. Site drainage systems are functioning.</p>
<p>Sidewalks: FMAR Weight: 2 References: Statute:</p>	<p>General sidewalks, trip hazards, expansion joints, stair/step landings, ADA ramps & handrails; entryway slabs etc.</p>	<p>Review for trip hazards, holes, excessive pitting, sidewalk cracks or lifting. Identify tripping or physical hazards. Identify any excessive spalling of concrete.</p>
<p>Grounds: FMAR Weight: 2 References: Statute:</p>	<p>General grounds & xeri-scaped location & areas. Parking areas and landscaped areas. Property not inclusive of playgrounds/athletic fields. Includes fences and gates. Lawns, trees, shrubs, gravel, borders, sprinkler components.</p>	<p>Review for weed control, landscape materials installed per design. Check for sprinkler water leaks, tree/shrub/branch management (grooming). Identify damage or graffiti, check for trash or excess stored materials. Fencing and gates are operational with no evidence of damage.</p>

Weight: A graduated range of values developed for measuring the FMAR categories from 1-10. 10 being the most critical and 1 being the least.

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BUILDING EXTERIOR: A well maintained building envelope will greatly contribute to the long-term health of the building and its occupants with the learning process advanced and damage to interior systems minimized. To confirm an effective preventive maintenance program in this area, the exterior appearance and condition of school buildings will be assessed for the following items:

Building Exterior	Systems / Equipment / Components	What are we looking for?
<p>Windows / Caulking: FMAR Weight: 3 References: Statute:</p>	<p>Building windows and panels. Seals, caulking and frames (i.e. locks/screens), hardware and levers, flashing, window conditions.</p>	<p>Check the system conditions. Check for splitting or deterioration of window seals/frames/caulking. Check for visible holes and water damage. Check window seals. Review for broken windows, frames. Review for vandalism. Check if windows are secure. Check for proper operation.</p>
<p>Walls / Finishes: FMAR Weight: 5 References: Statute:</p>	<p>Exterior walls & trim, Stucco, CMU or brick walls, physical walls and structure. Eaves & overhangs, awnings. Check paint finishes, joints / caulking, tuck points</p>	<p>Check for cracks/damage or splitting in the exterior finish and trim (stucco, CMU, bricks, seals etc). Check for holes, physical or water damage. Review for vandalism. Check building transitions (ground to wall), pavement / building joints for proper seal / filling.</p>
<p>Entry / Exterior Doors: FMAR Weight: 7 References: Statute:</p>	<p>Doors, door frames, hardware, windows, door closures, handicap devices, hinges, locking devices, panic bars, thresholds, seals and finish.</p>	<p>Check that all doors are in working order. Check general conditions such as frame & hardware for physical damage. Check the seal around the doors. Check that all door closures and latching/exit mechanisms are working properly. Is glass intact? Check that handicap & security devices are working properly. Check the integrity of the door and the finish.</p>
<p>Roof / Flashing / Gutters: FMAR Weight: 10 References: Statute:</p>	<p>Roofs, walk pads, flashing, parapet, fascia, soffit trim, down spouts, flashing, gutter systems, roof drain components, pitch pans, wall joints, caulking, walk pads, expansion joints, parapet coping, cant strips, penetrations and skylights.</p>	<p>Roof: Check for evidence ponding or erosion and for debris in the drains (and on roof) and physical damage. Check for covers on the drains & proper drainage? Check the condition of parapets. Check for debris or equipment that needs to be removed. Identify safety or risk hazards. Flashing: Review flashing to ensure it is intact & in good condition around devices, drains, pitch pans etc. Check for wear & tear, deterioration or physical damage. Check the condition of parapets and pitch pans. Gutters: check that downspouts & drains are clean and free of debris & work by design. Check splash blocks for function. Check for obstructions. Skylights: Check for evidence of leaks or broken lenses. Check seals. Check for effective perimeter flashing.</p>

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BUILDING INTERIOR: Reliable interior maintenance and environmental practices will also contribute to the learning process and the health of occupants. To confirm an effective custodial maintenance program in this area, the interior condition and appearance of school buildings will be assessed in the following categories:

Building Interior	Systems / Equipment / Components	What are we looking for?
<p>Walls / Floors / Ceilings / Stairs: FMAR Weight: 3 References: Statute:</p>	<p>Building interior surfaces, walls, paint, cove base, ceiling tiles & grids, stairway handrail and, landings.</p>	<p>Walls: Check for cracks or splitting in the finish (paint etc), water damage, bubbling, holes, physical or water damage. Review for vandalism. Floors: Check for overall condition & cleanliness; physical damage and trip hazards. Flooring, baseboards intact and undamaged, Ceilings: Check for general condition: stained, broken or missing ceiling tiles. Stairs: Are they intact and surface is clean; no physical damage. Are handrails present with no trip hazards. Carpets: No tearing or stretching areas causing trip hazards.</p>
<p>Interior Doors: FMAR Weight: 7 References: Statute:</p>	<p>Doors, frames, glazing hardware, finish, door closures, locking mechanisms, hardware & smoke seals.</p>	<p>Check that all doors are secure. Check conditions such as frame & door hardware for physical damage. Check the seal around the doors. Is it finished? Check that all doors closures & latching hardware work / lock properly.</p>
<p>Restrooms: FMAR Weight: 3 References: Statute:</p>	<p>Lavatories/restrooms, water closets, faucets, stalls, toiletry devices, handicap devices, light fixtures, vents, lighting, hot/cold water, flooring, cleanliness.</p>	<p>Building interior surfaces should be clean and litter free. Check that faucets, fixtures, dispensers (soap/toiletries) devices working per design & that hot/cold water are available? Check sinks & toilets for cracks. Check for water damage. Check that hardware on privacy doors are working by design. Are vents & light fixtures clean and working properly. Are partitions functioning per design?</p>
<p>Housekeeping: FMAR Weight: 4 References: OSHA 29 CFR 1910.22 & 1910.38, 4 (Fire Prevention Housekeeping) Statute:</p>	<p>Custodial closets conditions. Evidence of cleaning being completed (i.e. trashcans, vents, toiletries replenished, high dusting and proper organization of stored chemicals etc.). Classrooms, return air vents, high dusting, light fixtures, duct diffusers, window sills, lockers.</p>	<p>Check for evidence of general completion of housekeeping protocols such as: cleanliness of restrooms return air vents, high dusting, light fixtures, duct diffusers, window sills, lockers. Check for proper use of custodial closets and appropriate storage of hazardous chemicals. Verify MSDS availability.</p>

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BUILDING EQUIPMENT & SYSTEMS: The effective inspection and maintenance of the various building systems will have a profound impact on the safety and health of students and staff, will greatly contribute to the learning process, and will extend the effective life of all building components. To confirm a reliable preventive maintenance program, building systems will be assessed for the following items:

Building Equipment & Systems	Systems / Equipment / Components	What are we looking for?
Electrical Distribution: FMAR Weight: 3 References: Statute:	Electrical distribution panels, transformers, data closets, labeling, general outlets & surge protection devices.	Life Safety Code. Check they are secured from public access, labeled & clean with no storage present. 3 ft. clearance. Check for damaged panels, lock mechanisms, breakers, outlets, switches. Review surge suppression devices.
Lighting: FMAR Weight: 5 References: Statute:	Light fixtures, switches, wiring, auto sensors. Exterior lighting & sensors, emergency lighting.	Check that lighting is adequate. Determine if a trend of non-working devices is evident. Review lighting conditions in classrooms, closets, mechanical & electrical rooms, gymnasiums, bathrooms, office settings. Check for proper functioning, damaged, stained or broken lenses.
Fire Protection Systems: Weight: 10 Reference Code: NFPA LSC	Main Fire alarm panel, fire extinguishers, kitchen hood system. Electrical panel clearance. Sprinkler system inspection, exit signs and emergency lighting.	Alarm System checked in past year/current & cleaned with no obstructions or alarms & in normal working order. Check Fire Extinguisher for current monthly inspections and annual maintenance. Are they accessible, mounted well, unobstructed and clean. Are exit lights and emergency lighting devices functioning, visible and free from obstructions? Identify safety or risk hazards. Check for 18 inch sprinkler clearance. Check that sprinkler maintenance is current and hood inspections up to date. Check emergency lights for proper operation.
Equipment Rooms: FMAR Weight: 2 References: NFPA OSHA:	Electrical & mechanical / Boiler / Utility rooms, IT closets, general storage locations.	Check if they are well maintained & organized, clean w/ no storage & properly ventilated. Check for 18 inch sprinkler clearance, proper lighting & review for leaks. Mechanical rooms & equipment are accessible.
Heating / Cooling / Ventilation: FMAR Weight: 10 References: Statute:	Boilers, RTU's, Exhaust fans, MAU's, Swamp Coolers, cooling towers, water softeners, Air washers etc.	Check 1 or 2 units. Open panels if possible. Check filter conditions, belt wear, unusual noises / vibrations or leaks /correct size filters / loose or exposed wires etc. Check conditions / cleanliness of coils. Are heating & cooling systems operating properly? Identify safety or risk hazards. Ventilation – check that all return air vents (combustion air) are unobstructed & no damage is present; Caps are present. Boiler inspection/certifications in place. Pressure gauges present and functional. Check for leaks in systems.
Air Filters: FMAR Weight: 5 References:	Heating systems, air filter systems (cooling pads, strain gauges) and other HVAC components	Check that filters are installed, clean and have limited wear and for correct size. Identify filters condition in systems.
Kitchen Equipment / Refrigeration: FMAR Weight: 2 References:	Walk in refrigerators and freezers, condensing coils, stoves, burners, deep fryer, steamers, grease traps, hood systems, fire suppression systems and storage areas. IPM	Check overall condition of the kitchen, dishwashers, softeners, grease traps, drain lines, storage areas for proper functioning. Check PM on Hood & FE's, refrigerators for operation, coils, power cords in good condition etc. Check areas for pest management. Review filters and lighting systems for effective operation.
Plumbing / Water Heaters: FMAR Weight: 6 Reference: Statute:	Water heaters / boiler systems, drinking fountains, custodial fixtures, drains, eye wash stations, grease traps. Chemical containment systems.	Check all for proper operation. Operated wells, water, sewage, or septic treatment systems should be functional with no outstanding discrepancies. Soft water treatment systems operational with no evidence of equipment failures. Review eye wash stations for cleanliness and proper operation.

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Maintenance Management Practices: Observed school conditions demonstrate that effective maintenance management practices have been implemented. Well-conceived plans and established policies and procedures provide for long term continuity despite personnel turnover. Maintenance management will be assessed using criteria for the following items:		
Maintenance Management	Systems / Equipment / Components	What are we looking for?
<p>Preventive Maintenance Plan: FMAR Weight: 10</p> <p>References: Statute: 22-24-5.3 – Preventive maintenance plans; guidelines; approval</p>	<p>The school districts written Preventive Maintenance Plan</p>	<p>Preventive Maintenance Plan: The district Preventive Maintenance (PM) Plan should include all required items and have been updated within the past 12 months.</p> <ul style="list-style-type: none"> ▪ A maintenance goals program should be instituted with documented and measurable results (i.e., organizational and procedural changes instituted, action plans aimed at sustainable facility conditions, etc.) There should be evidence of the recurring review of progress with accomplishments documented. ▪ Any revisions to the district maintenance organization, policies, and procedures should be incorporated into the updated PM plan. It should include or reference district polices for work scheduling, equipment data update, maintenance professional development, maintenance safety, and contract oversight as listed below. ▪ The Master PM Schedule should include all building systems and equipment that requires PM work orders to be generated for PM work accomplished. The frequency of occurrence should also be part of this Master Schedule. ▪ Any fully degraded building systems and/or maintenance issues (i.e., identified drainage problems) should be identified for incorporation into the district Facility Master Plan.
<p>FIMS & Equipment Data: FMAR Weight: 7</p> <p>References: Statute:22-24-5.5 Preventive maintenance plans; participation in Facility Information Management System (FIMS)</p>	<p>Quarterly Review of the Districts FIMS / CMMS / School Dude Use.</p>	<p>FIMS & Equipment Data: The district should demonstrate the effective use FIMS or other automated systems and tools to manage their maintenance program:</p> <ul style="list-style-type: none"> ▪ The district should document completed maintenance work (i.e., maintenance man-hours, material and supplies, contractor costs) and schedule new requirements. ▪ The district should schedule and accomplish the timely and reliable inspection and preventive maintenance work on all building systems and associated equipment, with equipment linked to PM schedules in PMD or alternative maintenance management software. ▪ Provide personnel with initial and refresher FIMS training, and request additional training, as needed to improve proficiency in use of FIMS ▪ The district should run recurring (weekly, monthly, etc.) reports and review maintenance data to validate data quality and completeness ▪ The district should demonstrate and provide proof on how it analyzes maintenance data to identify opportunities for improved facility services, citing actions taken. <ul style="list-style-type: none"> ▪ Reports should be provided to leadership (i.e., maintenance supervisor, facility director, superintendent and school board) to foster data-driven decision making on facility requirements. • There should be evidence that the district equipment inventory has been updated for newly installed or replaced equipment, with the data incorporated into the district FIMS accounts for PM scheduling. ▪ Written procedures should be in place to ensure timely update of equipment data <ul style="list-style-type: none"> ○ Procedure for collecting and updating equipment records following major construction projects ○ Procedure for updating equipment change outs
<p>Staff Development : FMAR Weight: 5 References:</p>		<p>Staff Development. The district should have formal (written) polices for Staff Development, with evidence of implementation:</p> <ul style="list-style-type: none"> ▪ Providing professional development for maintenance personnel

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<p>Statute:</p>		<ul style="list-style-type: none"> ○ Conduct recurring maintenance shop meetings to communicate and reinforce district polices, discuss accomplishments and goals, etc. ○ Conduct new employee orientations ○ Document completed training for all employees ○ Conduct a maintenance recognition program – celebrate success and reward achievements ○ Have a salary schedule that provides incentives for professional development and responsible workmanship.
<p>Maintenance Safety: FMAR Weight: 5 References: Statute: NFPA OSHA:</p>		<p>Maintenance Safety. The district should have formal (written) polices for Maintenance Safety, with evidence of implementation:</p> <ul style="list-style-type: none"> ▪ Conducting a maintenance safety program that provides recurring safety training and makes available Personnel Protective Equipment (PPE) as appropriate for tasks assigned. Custodians should be included, with initial and recurring training documented. <ul style="list-style-type: none"> ○ Conduct annual and recurring training (i.e., at shop meetings), and document ○ Document any personnel injuries, and where appropriate, take action to remedy the root cause of any injuries. ○ Conduct scheduled periodic inspections of school facilities – findings documented through work order system and remedied. ○ Conduct periodic workplace life/safety inspections – findings documented and remedied, with work orders developed and executed, where needed.
<p>Maintenance Contractor Oversight: FMAR Weight: 5 References: Statute:</p>		<p>Maintenance Contract/Vendor Oversight. The district should have formal (written) polices for Maintenance contractor Oversight:</p> <ul style="list-style-type: none"> ▪ Overseeing the performance of maintenance contractors and vendors. Contractors should be provided with written performance expectations, and district must develop and utilize formal process for inspecting and validating quality and completeness of contract work. <ul style="list-style-type: none"> ○ Distribute a written policy to all contractors ○ Formalize and document security access procedures for contractors ○ Inspect all completed contract work for quality and completeness, and follow-up on warranty work. ○ Obtain, utilize, and update O&M manuals, as-built drawings, and equipment records for all installed building systems and equipment.
<p>Facilities Master Plan (FMP) FMAR Weight: 3 References: Statute:</p>		<p>Facilities Master Plan The district Facility Master Plan (FMP) should support the district maintenance program by providing for the appropriate capital renewal of building systems</p> <ul style="list-style-type: none"> ▪ The district should provide a list of recent maintenance requirements (i.e., roof replacement, HVAC upgrade, drainage issues, etc.) that were addressed with capital funds ▪ Major building system upgrades should be identified and prioritized in future year programs ▪ The district should demonstrate how it has extended the life of building systems through effective maintenance • Within FAD, a positive district system index score should be documented. • Utilize Life Cycle Cost Analysis (LCCA) when system upgrades are being considered.

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New Mexico Fire/Life Safety Code Requirements:

- Use NFPA 101 1997 edition and/or International Fire Code 2003 edition.
- Facilities built after November 2007 use International Fire Code 2003 edition

Other Reference Codes:

- **Fire Extinguishers:** OSHA 1910.157 / NFPA 10
- **Fire Alarm Systems:** NFPA 72
- **Fire Sprinklers Systems:** NFPA 25
- **Hood Systems:**
- **Means of Egress:** OSHA 1910.33-39
- **Exit Signs/Emergency Lights:** LSC 101 5-9-3

Eye Wash Stations: OSHA's general regulation is applicable to all facilities that require the installation of an emergency shower or eye wash station as a form of first aid. [29 CFR 1910.151 \(c\)](#). "Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use."

Energy Management Program: Additional information can be found at the following [link](#).

Roadway Parking: [State of New Mexico Video, Governor's Commission on Disability](#)

Ladder Safety: OSHA – General Industry Standard, 29 CFR 1910.126

Play Safe, LLC – Recreational Consulting and Services: <http://play-safe.com/playsafe-llc.html>

Bleacher Safety: International Code Council (ICC)-300, Chapter 5, Section 503

Playgrounds: Handbook for Public Playground Safety

Pesticide Safety for NM Public and Charter Schools

NM Administrative Code: <http://www.nmcpr.state.nm.us/nmac/parts/title06/06.029.0001.htm>. Paragraph is 6.29.1.9.O

PED: http://www.ped.state.nm.us/sfsb/tools/dl10/6%2029%201%209%200%20Standards%20for%20Excellence_Pest%20Control.pdf