



Paterson Public Schools

COMPREHENSIVE MAINTENANCE PLAN

Pursuant to N.J.A.C. 6:24
2016 – 2017

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1. Statement of Purpose

This Comprehensive Maintenance Plan (CMP) is a planning document required by N.J.S.A.18A:7G-3 and N.J.A.C. 6:24 for district facilities. The Commissioner of Education requires that districts make appropriate investments in the maintenance of school facilities. All buildings operated by the school district are included in the CMP for 2016-2017.

Paterson Public Schools (PPS) plans for routine maintenance requirements including preventive, corrective, and predictive maintenance of equipment and facilities. Emergency services are provided as needed to all school facilities. The PPS facilities department faces the same issues as districts across the country insofar as the lack of resources to perform Regular Repair and Maintenance, Deferred Maintenance, Corrective Maintenance and Emergencies.

NJAC 6A:23A-6.9, was enacted in July 2010, the District is required to have an automated work order system for prioritizing, performing and recording all maintenance and repair requests. School Dude, is a work order and maintenance management program, which organizes and documents maintenance planning and allows PPS to be increasingly proactive in this area has been in place since 2006,

Required maintenance expenditures include major building system inspections, periodic service, parts replacement, boiler and mechanical and electrical system repairs, interior wall repair, exterior wall and roof repair, floor refinishing, and ceiling maintenance. The plan also identifies corrective and predictive maintenance requirements as well as capital projects needed to extend the life of the facilities. Due to the general age of the District School Buildings, it requires effective planning to be able to spend funds to maintain an infrastructure that may be slated for replacement in the future and an infrastructure that is in some cases well beyond its useful life cycle.

2. District Description

An urban community of 145,219 residents, Paterson is located in southern Passaic County, approximately 17 miles from New York City, Census Bureau data reveals that Paterson continues to carry the second-highest density of any U.S. city with over 100,000 people, behind only New York City. It is the third largest city in New Jersey comprising approximately 8.4 square miles. Because of its commitment to well-informed, well educated, and responsible citizens, our school system provides a comprehensive educational program designed to promote student development and achievement. We continually adjust our curriculum and programs to meet the needs of an estimated 26,000 students, from Pre-K to grade 12.

The grade configuration for the district schools, continue to change over the years. PPS has 3 Early Learning Centers (Pre-K through Kindergarten), 31 elementary schools (grades K-8), 1 specialized school, and 4 high schools. In addition to the comprehensive pre-kindergarten to 12th grade program, PPS provides 13 elementary and high school academy programs which are operated at various sites throughout the city. Other buildings include an administrative office, a stadium, and a warehouse. Our schools are found at 40 district owned facilities comprising approximately 3,133,530 square feet of space and an additional 287,661 square feet of space in 7 facilities leased by the district. 40 Temporary classroom units are also used at 7 schools to provide additional capacity. St. Mary's, which was leased from the Paterson Catholic Diocese, has been relocated and the lease terminated.

The Facilities Department provides custodial and general maintenance services for district occupied buildings and grounds. Due to recent budget reductions by the State, the custodial contract was cut \$1.5 million dollars this year. In addition the general maintenance budget was cut \$7 million dollars.

Although the primary source of funding for operations is through the general fund, major construction and capital projects are financed by the New Jersey Schools Development Authority. Management of major facility projects is currently the responsibility of both the New Jersey Schools Development Authority and PPS. The District has opened three new locations on the list of NJSDA projects this summer. These are the Marshall/Hazel Elementary School, now known as the Dr. Hani Awadallah School and the PS-16 Replacement School. The first two projects, were initiated in 2004 and 2009 respectively, but stalled at different times for varied reasons. In 2012, the NJSDA restarted these projects with projected occupancy dates for September 2016, both were delivered on time. The third of these construction projects is the Don Bosco project. NJSDA is currently reviewing the opportunities to deliver this project as an Middle School, with the recent purchase of Paterson Catholic HS; the Don Bosco population was move during the summer of 2016 which will allow for demolition of Don Bosco in the future. This work was to be schedule during the 2017 school year; however the Charter School that occupied Paterson Catholic was temporarily relocated to the former Don Bosco School until their permanent space is completed. This may delay the new school and demo of the old school for quite some time.

3. Facilities and Maintenance Department

3.1 Mission Statement

The Facilities and Maintenance Department in line with the District's Strategic Plan 2014-2019, **Priority II: Creating and Maintaining Healthy School Cultures** – Goal 4: Create/maintain clean and safe schools that meet 21st century learning standards, maintains and constructs district facilities, many of

historic character, consistent with a quality education while safeguarding the health and safety of students and staff. In order to achieve this goal we will employ the necessary systems and staff to deliver a predictable quality of service. The number of physical structures, close to 60 district facilities, adds to the difficulties of the department's tasks. Sharing demands for ongoing maintenance, each facility has its own special needs. Some are graced with architectural details of historic significance that require specialized maintenance, and others were designed with low-budget materials resulting in a continual need of repair, especially related to water infiltration. Some have antiquated boilers, and others have high-tech systems requiring sophisticated maintenance. Regardless of the complexities, the department continues to plan, manage, and deliver efficient, cost effective, and customer oriented building services utilizing both in-house and contracted staff as resources allow.

3.2 Trends, Challenges, and Objectives

The Facilities Department has a significant role in achieving an environment conducive to learning for all students and staff. It is through clean, safe, and well maintained facilities that our children will grow. Highlighted below are some issues that the department faces over the next few years:

Opportunities

- a. Project new school needs via the Long Range Facilities Plan with community input
- b. Identify and utilize more efficient methods and materials
- c. Upgrade school systems incorporating sustainability trends
- d. Improve energy efficiency via an intensive ESIP initiative
- e. Shared Services agreements with the City of Paterson wherever possible
- f. Reorganization of staff and staffing strategies to improve efficiency and effectiveness of the department

Challenges

- a. Aging schools and facilities
- b. Increased enrollments
- c. Additional facilities/decreased staff
- d. Lack of efficiency and skillset needs with some existing staff
- e. Lack of space and adequate Inventory levels for required maintenance material
- f. Budget constraints and reductions
- g. Delays in the NJSDA's delivery of emergent repairs
- h. Continued restructuring and transformation of schools

Objectives

- a. Identify and prioritize capital projects
- b. Increase employee skill level & certifications
- c. Project yearly maintenance costs more precisely
- d. Implement an enhanced Preventative Maintenance Plan
- e. Minimize the use of leased facilities
- f. Modify Long Range Facilities Plan (LRFP) to reflect emergent projects
- g. Complete financial grade Energy Audits; formulate Energy Efficiency and Savings Program and implement an ESIP
- h. and Savings Program and implement an ESIP
- i. Enhance the District-wide recycling program
- j. Enhance and move to a web based training program.

3.3 Facilities Overview and Organization

The facilities department manages and maintains an estimated 3,714,000 square feet of building space in about 60 locations.

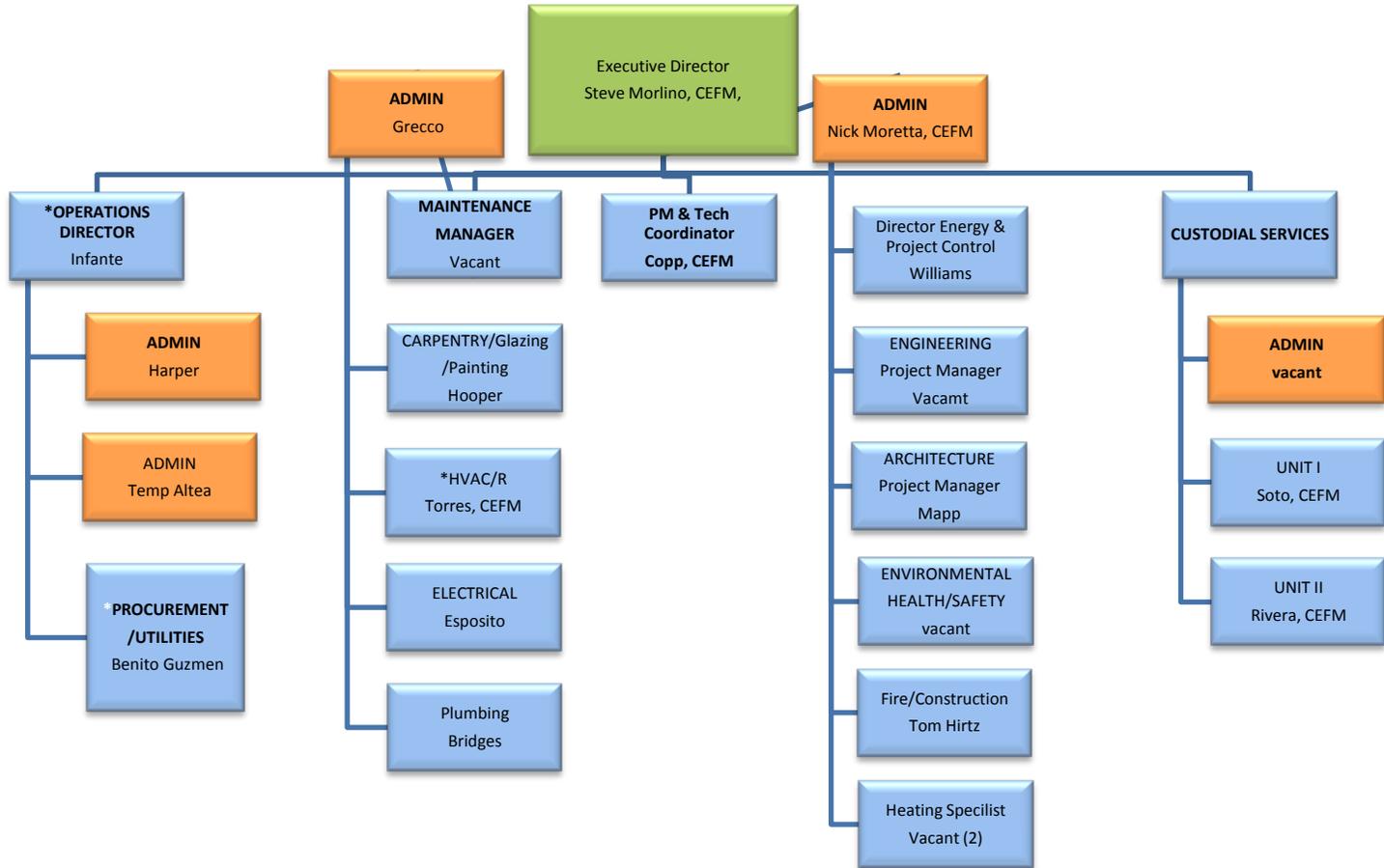
There have been many changes in the management of the department during the recent past. There have been many changes in administrative staff over the past years, along with a reconfiguration of both custodial contracts and maintenance personnel. The department is currently led by an Executive Director of Facilities. This year again, there have been some Administrative personnel changes in a positive direction.

The current Administration comprises of an Director of Facilities Operations, a Maintenance Manager (vacant), a Director of Energy and Project Management, a Preventative Maintenance and Technical Coordinator, a Mechanical Engineer (vacant), an Architectural Project Manager, a Fire Code Construction Manager, an Environmental Occupational Health and Safety Officer (vacant), two Custodial Sector Supervisors, four Supervisors of Trades and three Administrative staff, and a Principal on Assignment (retiring 2017) who all report to the Executive Director.

The Maintenance Department consists of approximately 38 maintenance workers. Budgetary constraints have reduced the number of maintenance workers from a high of 51 men to 38 over the last decade. Under the supervision of the 2 Custodial Sector Supervisors are 49 Building Chief Custodians and 192 contracted custodians who support the schools.

An organization chart is depicted on the next page.

Current FACILITIES DEPARTMENT – ORGANIZATIONAL CHART 10/2016



12-13 Highlights

- Continued correcting PEOSHA violations at various schools.
- Updated lab safety equipment and eyewash stations throughout the district
- Revised and implemented new HAZCOM and Chemical Hygiene plans
- Completed Right to Know Survey
- Completed NJQSAC surveys
- Resurfaced gymnasium floor at Don Bosco/Paterson Catholic
- Closed out numerous Fire Violations
- Successfully opened new PS-16 and Dr. Hani Awadallah and Paterson Catholic
- Continued work on Emergent Projects/13A Grants with the NJSDA
- Rekeying numerous schools for lockdown readiness as budget allows
- Completed Lead in Water testing and remediation districtwide

3.4 Performance Information

The Facilities Department currently uses a system of staff feedback through school evaluations. Supervisors will conduct annual performance evaluations for the maintenance and custodial staff and provide direction for appropriate professional development. This is a supplement to the school NJQSA facilities checklist which is a required submission.

A high priority is being given to the use of our work order processing system and the requirement to closeout work will become the responsibility of the individual performing the work. The system has been fully operational since the 2006-2007 school years. The program is utilized to track corrective work orders as well as initiate preventive maintenance work orders. The program enables the Facilities Department to provide the required detailed reporting required by the New Jersey Department of Education. Information for major divisions of work and specific scheduled activities will be available and is necessary for accurate budget preparation. We will be in a better position to manage maintenance and keep our schools in the best possible condition. We will also have a better system for tracking warranties and spare parts inventories.

3.5 Construction History

Many of Paterson's school buildings are advanced in age and date back prior to 1900. Ten schools were built prior to 1900, 24 built prior to 1925, and 34 prior to

1950. School sites range in size from .39 to 4.88 acres and the average site found to be 1.9 acres. See Exhibit A for school age detail.

3.6 Asbestos Monitoring

The Facilities Department will ensure continued compliance with the federal “Asbestos Hazard Emergency Response Act” (AHERA), as well as applicable state regulations in all buildings which are owned or leased by the District. The district currently has 2 licensed Asbestos Inspectors and Management Planners on staff, the Executive Director of Facilities and the Principal on Assignment. The compliance plan is summarized as follows:

- In 2012-2015 the Paterson School system engaged in its three year asbestos re-inspection. A comprehensive three year re-inspection was conducted at all school buildings, and asbestos management plans were updated.
- Management plans are in place for all leased facilities.
- All chief custodians have received asbestos awareness training, and a plan is in place to train any newly hired chiefs.
- Periodic AHERA surveillance is conducted in all buildings every six months, as required.
- Any areas of concern noted are being addressed appropriately. In the case of an emergency (i.e., a “fiber release episode”) contracts are in place for both an abatement company, and a monitoring company. In a non-emergency, quotes are obtained from qualified, licensed contractors.
- Appropriate annual notifications are made in September at the beginning of the school year.
- Prior to any planned renovation activities, facilities staff may perform sampling to insure ACBM will not be disturbed.
- Plans are underway to certify 5 additional inspectors this year as well as O&M training for numerous trades’ staff.

3.7 Radon

In August, 2004, the New Jersey Department of Environmental Protection rescinded its requirement to perform radon testing in schools (NJSA 18:A20-40), declaring the law an “unfunded mandate”. The City of Paterson is listed by

NJDEP as a “tier 3” municipality, the lowest classification, with an average concentration of less than one fourth the action levels.

In the event the NJDEP requires testing in the future, specific testing requirements may change, and funding may be made available. Therefore, no further action is recommended at this time. All of the new district schools have been constructed with a passive radon mitigation system’s in place which allows for testing and depressurization if necessary in the future.

3.8 Lead in Drinking Water

The U.S. Environmental Protection Agency recommends testing, training and telling (3 T’s) and has established an action level of 15 parts per billion. Drinking water is currently being tested in all schools in the District pursuant to the newly enacted NJ State Law Special Adopted Amendments: N.J.A.C. 6A:26-1.2 and 12.4.

Some potable outlets remain out of service until piping can be replaced, and re-testing shows lead is below the action level. Bottled water may be provided in any location where drinking water was not reasonably accessible. The installation of lead reduction filters has been implemented in locations with known lead exceedances.

3.9 Integrated Pest Management

The State of New Jersey requires all schools to develop and maintain a written Integrated Pest Management (IPM) Plan, as per the School Integrated Pest Management Act of 2002. The Facilities Department ensures compliance with this regulation by completing the following:

- a. A written IPM plan has been developed and is maintained at each School and is reviewed annually.
- b. Chief custodians have received training, and are designated as IPM Site Coordinators for their schools.
- c. An IPM manager has been designated to ensure overall compliance.
- d. Schools must consider pest control measures other than pesticides.
- e. Information regarding any low impact pesticides which may be used in the District is included in the plan.
- f. No pesticides which are not considered low impact may be used unless the area is vacant and appropriate advance notification is made.
- g. Documentation of all pest control measures will be included in the IPM Plan.
- h. The IPM Plan will be evaluated annually, revised as needed and approved by the Principal. Annual notification is distributed in September at the beginning of the school year.

- i. The Executive Director of Facilities maintains a current 13A license for IPM in schools and 7A general pest management license.

3.10 Indoor Air Quality (IAQ)

The Facilities Department will respond to indoor air quality concerns throughout the District. Whenever a concern is reported, facilities will investigate. The Chief custodian in each school has been trained as the designated person. A typical response may consist of some of all of the following:

- A meeting with building occupants, chief custodian, and administration.
- A walk-through of the building, considering issues such as possible sources of contaminants, ventilation and air movement within the building, the presence of any standing water, or moisture, and housekeeping practices
- Screening of typical IAQ parameters, such as temperature, relative humidity, carbon dioxide, and carbon monoxide and as needed VOC's.
- A written report, indicating recommendations for further testing, modification of building operation, or no further action.
- Each school has been provided an infrared temperature probe to measure that ambient conditions are within the limits established by New Jersey's IAQ regulations.

4. Plans for 2016-2017

The following programs, grants and activities are planned for the 2016-2017 school year. This list is not all inclusive.

4.1 SDA Funded Projects

The following 13A Grants and emergent projects are currently in progress and will be continue for the balance of 2016-2017 school years:

- PS-21 Water infiltration/Roof drainage - Construction,
- PS-9 Garage Roof – Schematic approval, design and Construction
- PS-19 Retaining wall – Design and Construction
- PS-5 Exterior Water Infiltration – Design and Construction taken over by the SDA 12-2015 and managing project
- New Roberto Clemente: HVAC controls total replacement – Design and Construction and project management by SDA
- Rework at International HS and NRC to correct construction related issues

4.2 District Plans include:

- PS 10, Rutland Center, PS 1 & PS 28 roof replacement
- Continue with the District wide yard drain cleaning program and camera evaluation as well as gutter and downspout upgrades
- Evaluation of Facilities Department vehicles for replacement, Purchase of new vehicles are all to be equipped for snow operations
- Continue with the overall repairs on HVAC controls
- Repoint brick at three schools
- Evaluate roofs and implement repairs based on roof survey
- Repairing sidewalks at many schools
- Replacing obsolete fire protection panels in 17 locations
- Replace fencing as required and within budget
- Renovate the field house at Bauerle field pending funding
- Implement a Univent inventory program to ensure adequate heat & PM
- Declaration of emergent conditions as required in a timely fashion
- Application for SDA 13A grants to expedite major building envelope repairs

SCHOOL FACILITY SYSTEM MAINTENANCE CATEGORIES

SYSTEM	MAINTENANCE CATEGORY		
	ROUTINE	REQUIRED	CAPITAL
1. Structural Foundations	Routine inspection for cracks, deterioration, infiltration.	Localized repair of cracks and spalling with cement caulk, grout or epoxy sealant, waterproofing, parging.	Repair large scale cracks or settling, major repairs/replacement. Hire Structural Engineer.
2. Superstructure	Visual inspection.	Repair damaged fireproofing, rust removal and repainting.	Major structural repair, fire protection upgrade. Hire Structural Engineer
3. Exterior Closures - Walls	Visual inspection, cleaning.	Localized repairs, pointing, water- proofing, painting, replacement of individual steel lintels.	System-wide repairs, pointing, or replacement of lintels, resurfacing.
4. Exterior Closures – Windows &	Visual and physical inspections, cleaning.	Repairs/localized replacements of frames,	Major repairs/replacements of system in building or

Glazed Walls		sash, caulk, balancing, localized reglazing; individual unit replacement, etc.	section, install storm throughout.
5. Exterior Closures- Doors & Frames	Inspect hardware, lubricate closers and hardware.	Repair/replace individual hardware, doors, frames; repair glazing , recaulking, leveling adjustments, general operations.	Complete exterior door replacement to bring up to Code.
6. Exterior Closures- Roofs	Debris removal, inspections, check for water stains, ponding, or leaks. Routine inspections. Clear roof drains, gutters.	Seasonal programmed inspection, localized repairs of roofing/flashing materials to maintain warranty.	System replacement on building or section.
7. Interior Construction- Partitions	Cleaning, visual inspections for chipping, cracks, flaking, etc	Prepare and paint walls, patch plaster or drywall, lubricate moveable partitions.	Demolition of interior walls for renovations, expansions, etc., install new system
8. Interior Construction- Interior Doors	Inspect hardware, lubricate closures and hardware.	Repair/replace hardware, leveling adjustments, general operations.	Complete system replacement.
9. Interior Construction- Stair Construction	Visual inspections, cleaning, maintain clear egress.	Check and replace individual treads, repair railings and floorboards	Replace treads, pour new step pans, replace nosing, replace or add railings.
10. Interior Construction- Stair Finishes	Cleaning.	Localized repair , repainting.	Replacement of vinyl treads.
11. Interior Construction – Wall finishes	Cleaning.	Repainting, localized repair/replacement of ceramic tile sections; vinyl base/trim, etc.	Replacement of interior finishes (except painting).
12. Interior Construction – Floor finishes	Cleaning and waxing.	Localized repair/replacement of floor tiles; Localized repair/replacement, refinishing of gym floors.	Replace floor finish in building or wing (VCT, carpet, etc), including hazmat abatement.
13. Interior construction – ceiling finishes	Wash/dust/vacuum.	Paint, patch plaster and textured finish; Localized repair or replacement of individual ceiling tiles.	Remove/replace/install new ceiling suspension system, and tiles throughout building/section.
14. Vertical Movement – Elevators, lifts	Cleaning.	Inspect/adjust/repair motor, door operation, relays, flooring, lights. Contract maintenance.	Replace elevator system - controls, lift rails.
15. Domestic cold water distribution – piping/materials	Check for leaks, repair insulation.	Inspect/repair/replace/service valves, seals, joints, water softener, filters, booster, pumps, etc	Replace entire piping system, water softener system, or new water supply.

16. Domestic Hot Water Supply – Water Heater, Tank Storage, or Converter	Inspect for leaks. Adjust thermostat.	Drain/flush tanks, heater, repair thermostats, gauges, valves, controls, etc. Repair insulation.	Replace hot water piping, replace storage tank, water heater.
17. Plumbing fixtures	Clean/sanitize sinks, toilets, faucets and handles, lavatories, urinals. Unclog fixture drains.	Repair/replace seals, valves, fixtures and piping, water fountains/ coolers, lab and cooking gas piping/fixtures/controls, etc. Repair or localized replacement of toilet accessories and partitions.	Replace or install new fixtures throughout a building (or section).
18. Sanitary Piping – materials and equipment	Visual inspection, unclog drains.	Chemical treatment of disposal fields, repair/local replacement of sanitary piping, inspect and service sewage ejection or other pumps, clean grease traps, pump septic tanks.	New disposal fields, replace or install new sanitary piping throughout building (or section). New/replace tie-in to public sewer system.
19. Storm Water Riser Piping – Material	Clean leaves/debris from roof drain inlets, gutters, leaders, detention/retention ponds, control structures and storm grates.	Replace broken or missing gutters, downspouts, leaf guards, maintenance of detention/retention basin, etc.	Replace entire roof drainage interior or exterior system or upgrade site storm water system.
20. Heating system – Boiler (Electric, Gas, Oil)	Inspect system.	Repair piping or insulation. Repair or replace boiler components including thermostats, valves, seals, burner, etc. Perform annual/seasonal cleaning, draining, service/inspection.	Replace boiler, associated piping, removal of underground storage tanks, install new above-grade fuel storage tank with containment, or new natural gas supply.
21. Cooling systems	Inspect system. Clean or vacuum return air grills.	Chemical water treatment, clean supply/return ductwork, coils, repair/replace thermostats, valves, fans and motors, etc. Replace filters. Perform annual service/inspection.	Replace cooling tower and/or chiller, roof top unit, install new unit ventilators/window A/Cs for entire building (or section). Replace or install supply/return ductwork.
22. Heating/Cooling Systems	Inspect system. Clean or vacuum return air grills.	Clean supply/return ductwork, repair/replace thermostats, valves, fans and motors, etc. Replace filters. Perform annual service/inspection.	Replace roof top unit, heat exchanger, air handler. Replace or install supply/return ductwork. .
23. Exhaust Ventilation – Toilet Exhaust Fans, Kitchen Exhaust Fans/Hoods, Lab Exhaust	Inspect systems. Vacuum/clean exhaust grills/louvers.	Replace grills, louvers, fan covers, Service system – motors, belts, blades, lubrication, etc. Annual certification of hoods.	Replace kitchen hoods/ductwork; replace bank of Exhaust Fans/ductwork.

24. Control System – Pneumatic, Electronic, DDC	Inspect system.	Annual service/inspection. Repair or replace components, piping, controllers, wiring.	Replace/install entire system.
25. Fire Sprinkler System – Wet or Dry	Inspect system. Check that nothing is blocking sprinkler heads or hanging from piping.	Annual service and inspection. Test flow and tamper switches, replace broken sprinkler heads, repair or replace valves, fire Dept connection, gauges, etc.	Install sprinkler system. Install fire pump. Any upgrades to meet Code requirements, including new supply.
26. Standpipe & Hose Systems – Wet or Dry	Inspect system – check for hose in cabinet.	Exercise zone valves. Repair or replace defective valves, hoses, etc.	Install/replace standpipe system.
27. Building Service	Inspect system. Replace fuses or reset breakers. Maintain access.	Replace defective breakers in high or low voltage side of transformer. Annual testing. Run new ground.	Replace building service to transformer. Replace main transformer (High Voltage).
28. Branch Panels	Inspect. Maintain access.	Replace individual breakers or panels. Wire devices from panel or panel to point of service.	Rewire entire branch panel system back to low voltage side of transformer.
29. Interior Lighting	Clean diffusers/lenses, replace bulbs, battery packs.	Localized repair or replacement of switches, fixtures lenses, etc.	Replace/upgrade fixtures throughout.
30. Exterior Lighting	Check lights, change bulbs, replace cracked lenses.	Replace fixtures, day/night individual sensors, damaged light pole, etc.	Add day/night capability to entire network of lights; replace/install new exterior lighting system.
31. Exit Signs	Visual inspections, bulb an/or battery replacement.	Repairs due to breakage/vandalism or replacement	Replace/install exit signs or power packs, or installation of retrofit kits to convert all signs to LED in a building or building section
32. Power & Outlets	Visual inspections, new plates or covers for power switches or outlets	New convenience use power outlets, new miscellaneous power outlets, repair or replacement of interior parts (wall switches, wall outlets, exclusive of covers)	New installation or replacement of all switches or outlets in a building or building section for health or safety needs or code upgrades
33. Communication & Security Systems	Visual inspection, cleaning.	Annual testing, service and inspection, replace broken components or devices.	Replacement or installation of security system device for any building or building section
34. Special Systems / Hard-Wired Central Systems such as	Visual inspection, cleaning, bulb or battery replacement.	Annual testing, service and inspection; repair/replace individual components.	Replacement or installation of a complete system for any building or building section

Fire Alarms, Fire Control, Clock, Closed Circuit TV, Data Ports, Central Video, Telephone			
35. Emergency Power / Generators & Fuel Tanks & Lines	Visual inspection of, bulb or battery replacement for, cleaning or tagging	Annual testing, service and inspection, repair/replace components; new or replaced fuel lines, tank containment or wiring	New or replaced generator, fuel tank and fuel lines, and/or any spill remediation or HAZMAT abatement work
36. Site Improvements such as Parking, Driveways, Walkways, Directional Signage, landscaping, bicycle racks, site signage, irrigation systems or other site improvements	Visual inspections, snowplowing, lawn or garden care, including maintenance care of trees, shrubs or any other plantings; repair, replacement or painting of any non-security or other non-safety-related fencing/gates, ;coating or recoating, painting or repainting of any impervious parking, driveway or walkway area	Repair, replacement or painting of any security or safety-related fencing/gates, repair or replacement of uneven or cracked walkways, driveways and/or parking areas.	New walkways, driveways, curbs and/or parking areas or extensive improvements to same; replacement of an entire driveway, including any associated parking areas, curbs, walkways, due to end of useful life of those surfaces; new or replaced security or safety-related fencing due to end of useful life of those items.
37. Athletic Facilities and playgrounds.	Visual inspection, cleaning, lawn/ artificial lawn maintenance and care;	Replacement or repair of localized equipment required to implement the Core Curriculum Content Standards, Inspection and repair of playground equipment.	Provide permanent equipment required to implement the Core Curriculum Content Standards; new equipment or systems or repaired equipment or systems as may be required to meet US Consumer Product Safety Commission guidelines, or other required health / safety and/or ADA upgrades.
38. Fixed Furnishings	Visual inspection, cleaning.	Localized repairs, refinishing.	Installation or replacement fixed furnishings in a building or building section.
39. ADA [Features and/or] Upgrades	Visual inspection or cleaning of these components, which may be also be included under other systems such as "Site Improvements," "Floors," "Lifts," etc.	Replacement or repair of non-skid stair or other required non-skid surfaces, or handles, railings, lifts, elevators, ramps, equipment or features, etc. as may be necessary for pupil, employee or visitor ADA accessibility use.	Any new installation or new feature necessary to provide appropriate, required ADA accessibility for any location needed to implement the Core Curriculum Content Standards, including pupil, employee or visitor accessibility to those areas

40. Miscellaneous Building Code [Features] and/or Upgrades, including those supporting BOCA and Fire Codes	Visual inspection or cleaning of these components, which may be also be included under other systems such as "Emergency Power," "Special Systems," "Security Systems," etc.	Localized repair/replacement of features necessary for pupil, employee or visitor health & safety, etc.	Any new installation or new feature necessary to meet code requirements.
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The purpose of an effective maintenance plan is to achieve the following five key goals:

- **Preserve taxpayers’ investments in public buildings.** Preventive maintenance can extend the life of building components, thus sustaining buildings’ value and the significant tax dollars they represent.
- **Help buildings function as they were intended and operate at peak efficiency, including minimizing energy consumption.** Because preventive maintenance keeps equipment functioning as designed, it reduces inefficiencies in operations and energy usage.
- **Prevent failures of building systems that would interrupt occupants’ activities and the delivery of public services.** Buildings that operate trouble-free allow public employees to do their jobs and serve the public. Because preventive maintenance includes regular inspections and replacement of equipment crucial to operating a building, maintenance staff reduces the problems that might otherwise lead to a breakdown in operations.
- **Sustain a safe and healthful environment by keeping buildings and their components in good repair and structurally sound.** Protecting the physical integrity of building components through preventive maintenance preserves a safe environment for employees and the public.
- **Provide maintenance in ways that are cost-effective.** Preventive maintenance can prevent minor problems from escalating into major system and equipment failures that result in costly repairs. In avoiding costs of major repairs, preventive maintenance creates efficiencies. Increasing preventive maintenance can reduce time spent reacting to crises, which is a more cost-effective way to operate buildings. Deferring preventive maintenance can generate higher costs over the long term.

SUMMARY

Preventive and routine maintenance requires strategic actions for prolonging the life of school building components. As a base line for planning, facilities management should prepare and periodically update an inventory of building components and their conditions.

Management can then better identify maintenance needs, determine their costs, and set priorities. Well-structured preventive maintenance, incorporated into ongoing maintenance programs, offers the best chance for achieving intended results. The Paterson Public Schools district has a responsibility to make sure their maintenance employees receive needed training beyond occupational licensure requirements. For cost-effective decisions, district management should include appropriate maintenance personnel in considering long-term maintenance needs in addition to initial project costs.

AUDIT FORM

INTERIOR ENVELOPE

Classrooms

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Offices

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Music Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Auditorium

- Auditorium Seating
- Stage Curtain
- Handicapped Access
- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Media Center

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Art Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Science Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Life Skill/Home Ec

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Teachers Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Technology Ed

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Small Group

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Marker boards
- Bulletin Boards

Gymnasium

- Bleachers
- Finishes–Ceilings
- Finishes–Floors

Finishes–Walls

Gym Partitions

EXTERIOR ENVELOPE

Exterior Walls

Curtain wall

Finishes–Ceilings

Masonry

Roof

Roofing

Skylights

Doors

Doors/Hardware-Exterior

Windows

Windows

Misc.

Other Exterior