

Paterson Public Schools

COMPREHENSIVE MAINTENANCE PLAN

**Pursuant to N.J.A.C. 6:24
2019 – 2020**

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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 2019-2020.

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 and 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 145,627 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 26,347 students, from Pre-K to grade 12.

The grade configuration for the district schools continue to change over the years. PPS has 33 elementary schools (Pre-K through 8 grade), 1 specialized school, and 9 high schools. Other buildings include an administrative office, a stadium, and a warehouse that comprises approximately 3,133,530 square feet of program space and an additional 287,661 square feet of support space, where 6 of those locations are leased by the district. 34 Temporary classroom units are also used at 3 schools to provide additional capacity. .

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 revised to provide for contracted labor only. The District provides all custodial equipment and cleaning supplies and contracts landscaping services.

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 new construction projects is currently the responsibility of both the New Jersey Schools Development Authority (NJSDA) and PPS. The NJSDA has financed the design and new construction of a replacement middle school, currently under construction and scheduled to open in September of 2021. The Union Avenue Middle School will house the Don Bosco Middle School program that was relocated three years ago to the Paterson Catholic HS; a swing space purchased by the NJSDA. The majority of students who attend Don Bosco live on the west end of the city and are currently being bussed to and from school, to the opposite end of the city, at a significant cost to the District. The School Board approved "Joseph A. Taub" as the name of the new middle school.

3. Facilities and Maintenance Department

3.1 Mission Statement

The Facilities and Maintenance Department in line with the District's Five-Year Strategic Plan 2019-2024, **A Promising Tomorrow**, Goal Area#2:Facilities- To enhance and maximize learning opportunities provided by first-class facilities and technological improvements that prepare students for 21st century learning.

In order to achieve this goal we will employ the necessary staff and develop the essential systems to deliver a consistent and dependable quality of service. The number of physical structures, close to 54 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 in which our students will thrive. Highlighted below are some objectives that the department pursue over the next few years:

Objectives:

- a. Seek funding for new school facilities, as prescribed in the Long-Range Facilities Plan; with community input
- b. Identify and utilize more efficient means, methods and materials to deliver facility services
- c. Upgrade school systems and failing infrastructure, incorporating sustainability products and new technology trends
- d. Continue to Improve energy efficiency via an ongoing, intensive two phased Energy Savings Improvement Plan (ESIP Phase II).
- e. Utilize Paterson City and Passaic County services via Shared Services agreements wherever possible
- f. Reorganize and supplement staff and staffing strategies to improve efficiency and effectiveness of the department's limited human and capital resources

Challenges

- a. Mitigating the COVID-19 Virus
- b. Aging schools and facilities
- c. Increased enrollments
- d. Particularized cultural and special educational needs of students
- e. Additional facilities/decreased staff
- f. Lack of Facility Staff with the required core competencies
- g. Continued use of leased facilities with triple net leases
- h. Lack of space and adequate Inventory levels for required maintenance materials and equipment
- i. Budget constraints and State funding reductions
- j. Delays in the NJSDA's delivery of emergent repairs
- k. Continued redistricting and transformation of schools

Objectives

- a. Identify and prioritize capital projects
- b. Increase employee skill level & certifications
- c. Budget more precisely the ongoing costs of the use of facilities by outside entities
- 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 and enrollment trends as a result of new residential construction and new charter schools.
- g. Verify and maintain district wide energy efficiency upgrades, to realize significant reductions in energy consumption.
- h. Complete the ESIP Phase II projects
- i. Implement more broadly the District-wide, City run recycling program
- j. Continue to develop 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 54 locations.

There have been many changes in the managerial and administrative staff over the past years, along with a reconfiguration of both custodial contracts and maintenance personnel. The department is currently led by an Operations Officer of Facilities, Maintenance and Custodial Services. This year again, there have been some Administrative personnel changes including the hiring of a Manager of Sector Supervisors and Custodial Services and the addition of a third Sector Supervisor.

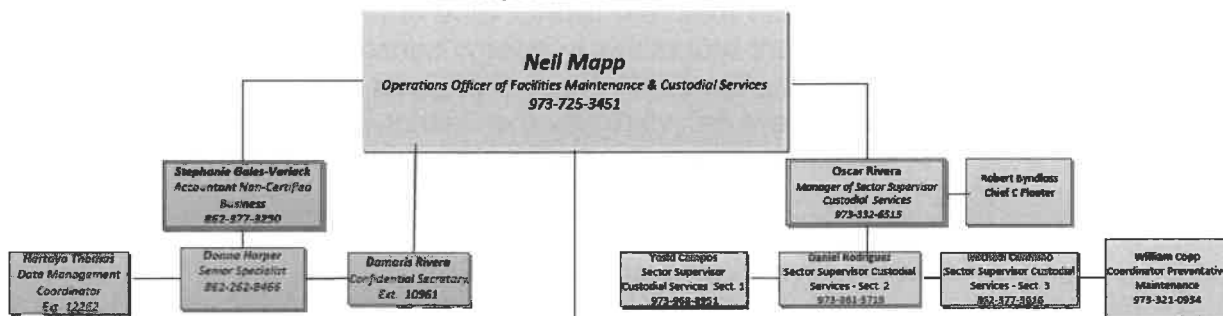
The current Administration comprises of an Operations Officer of Facilities, Maintenance and Custodial Services, an Accountant (Non-Certified) Business, a Manager of Sector Supervisors and Custodial Services, a Manager of Energy and Projects (vacant), a Project Manager Fire, a Preventative Maintenance and Technical Coordinator, three Custodial Sector Supervisors, five Supervisors of Trades and three Administrative staff.

The Maintenance Department consists of approximately 30 maintenance workers. Budgetary constraints have reduced the number of maintenance workers from a high of 51 men to 30 over the last decade. Under the supervision of the 3 Custodial Sector Supervisors are 49 Building Chief Custodians and approximately 192 contracted custodians who support the schools.

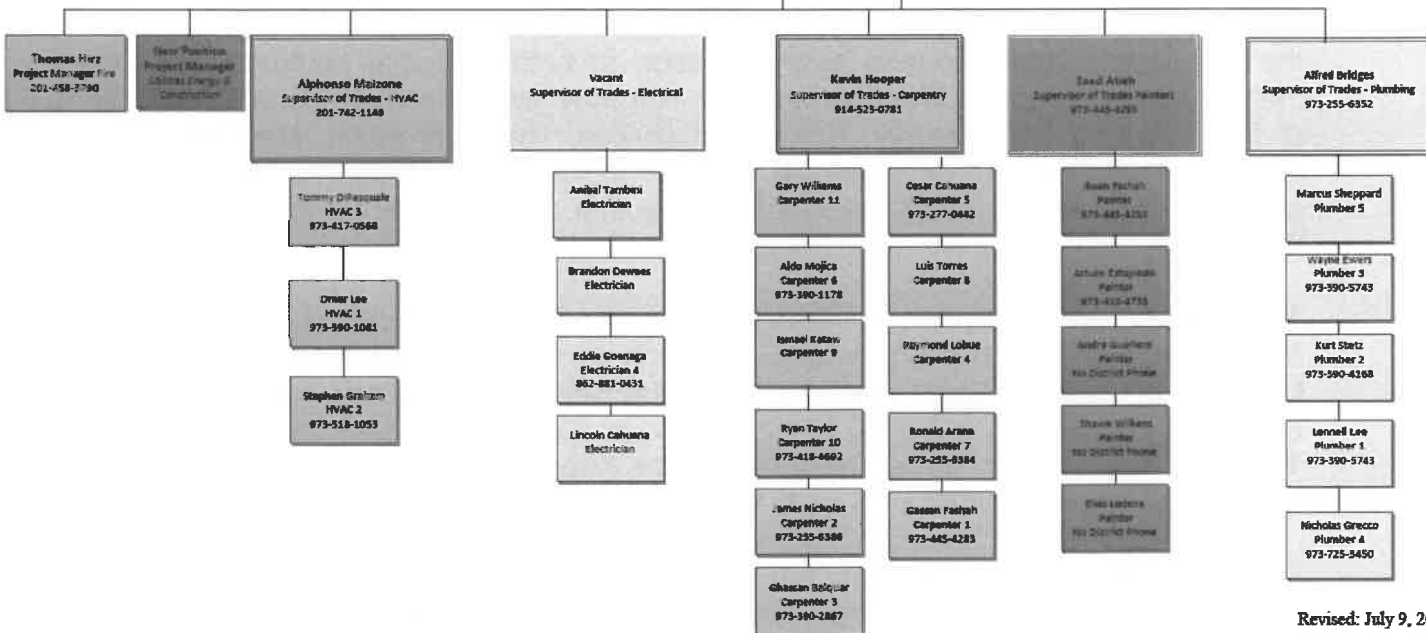
An organization chart is depicted on the next page.

Current FACILITIES DEPARTMENT – ORGANIZATIONAL CHART 10/2016

Facilities Department Organizational Chart



Project Managers/Supervisor of Trades



Revised: July 9, 2020

12-13 Highlights

- Completed Phase 1 of the Energy Savings Improvement Plan
- P.S.09- Structural Repairs to elevated playground structure and new play surface installation
- New Roberto Clemente- Replace Terrazzo Floor in main entrances
- New Playground Equipment Installations - P.S. 03, 10, 12, 13, 15, 19, 25, 26, 28 and EWK
- Ornamental perimeter security fencing and gates - P.S. 05, 06, 10, 16, MLK (gates), EWK, JFK, (Guard booths and automatic gates)
- New auditorium seats- P.S.05,08,13
- Removed TCUs at P.S.18, ESHS (1 set)

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 NJQSAC 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.

An invoice tracking system has been developed (facilitiesinvoice@paterson.k12.nj.us) to more accurately track incoming invoices and expedite the payment process.

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. Seven new schools have been constructed since 2005. School sites range in size from .39 to 4.88 acres and the average site found to be 1.9 acres.

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 2016-2018 the Paterson School District engaged an environmental consultant to perform the 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.

3.7 Radon

In August, 2004, the New Jersey Department of Environmental Protection rescinded its requirement to perform radon testing in schools (NJSA 18:A 20-40), 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 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 was tested in April of 2019 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. No further action is required at this time.

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 IPM Time and Materials Vendor 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 2019-2020

The following programs, grants and activities are planned for the 2019-2020 school year.

- ESIP Phase II

4.1 SDA Funded Projects

- New Union Avenue Middle School

4.2 District Plans include:

- Retain wall repairs
- Building envelope repairs
- Wheelchair lifts
- New floor finish P.S. 10
- Replace windows P.S.2
- EWK- Paint Building Facade -Phase 1

SCHOOL FACILITY SYSTEM MAINTENANCE CATEGORIES

	<i>MAINTENANCE CATEGORY</i>
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SYSTEM	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 & Glazed Walls	Visual and physical inspections, cleaning.	Repairs/localized replacements of frames, sash, caulk, balancing, localized reglazing; individual unit replacement, etc.	Major repairs/replacements of window systems in buildings or a section, install storm windows 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/flushing 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 systems, and tiles throughout the 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 the 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 the building (or section). New/replace tie-in to the 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 the 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 the 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/instal a new 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 a 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 the entire branch panel system back to the low voltage side of the 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 the entire network of lights; replace/install new exterior lighting systems.

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 Fire Alarms, Fire Control, Clock, Closed Circuit TV, Data Ports, Central Video, Telephone	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
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.

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 baseline 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 FINISHES

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