

TRUTH OR CONSEQUENCES MUNICIPAL SCHOOLS



**PREVENTIVE
MAINTENANCE PLAN
2025-2026**



**Truth or Consequences Municipal Schools
Preventive Maintenance Plan 2022-2023
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* State Statute Requirements

Preventive Maintenance Plan 2025-2026

**Truth or Consequences Municipal Schools
910 N. Date St.
T or C, NM 87901
www.torcschools.net**

District Maintenance Representative Date District Superintendent Date

School Board Representative Date Other Date

	Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement	Policy # 1.0
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INTRODUCTION

The superintendent of schools is responsible for maintaining safe, clean and attractive school facilities and grounds. The superintendent shall keep the board of education advised of short range and long range needs and shall advise the board as to the appropriate sources and balances of funding from operational funds, bond issues, capital improvements, and any other applicable state or federal procurement methods.

A program to provide effective security for all school property, including vandalism and protection is to be developed and periodically reviewed.

It shall be the responsibility of the superintendent to ensure that the safety of students and employees is a primary consideration in the development and maintenance of school facilities, school grounds, and other facilities of the district, and in the planning and implementation of all school programs and activities. All employees, students, and patrons are encouraged to be safety conscious and to make recommendations to the administration for the improvement of safety elements.

PURPOSE / MISSION

The Mission of the T or C maintenance and custodial department is to efficiently maintain every building in a safe and healthy condition conducive to education, in order to satisfy the needs of staff and students.

In addition, the preventive maintenance program will develop systematic and comprehensive methods for the development and effective implementation of an equipment management program for the district to provide a process for meeting or extending the service life of facility equipment,

systems, and components.

This program contains all of the detailed procedures associated with the facilities preventive maintenance program. If effectively implemented, the program will meet state statute maintenance guidelines and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the maintenance supervisor or designee.

	Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement	Policy # 1.0
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DESCRIPTION

The preventive maintenance program is the core for effectively managing facility maintenance programs. The program provides the maintenance organization with the means to plan, acquire, organize, direct, control and evaluate manpower and materials expended or planned for expenditure in support of the district's maintenance and mission statement. The District leadership, maintenance supervisor and maintenance personnel must recognize the importance of the program and understand their role in assisting management to maintain the reliability of critical systems and building components at designed levels of reliability.

POLICY

The Truth or Consequences Municipal Schools has created a preventive maintenance plan focused on scheduled routine maintenance which ensures the district properly maintains its facilities, mechanical systems and equipment so they are efficiently operating and are providing a comfortable and safe environment for its students, staff, visitors and guests. This Preventive Maintenance Plan is an overview of the District's program.

It is the policy of the Truth or Consequences Municipal Schools to utilize the School Dude/ FIMS maintenance software package (maintenance direct, preventive maintenance direct and utility direct), to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules.

OBJECTIVES

The primary objective of the preventive maintenance program is to manage maintenance processes in a manner which will ensure maximum equipment operational reliability. The intermediate objectives of the district's preventive maintenance program are as follows:

- a. Achievement and participation of a uniform maintenance standard and criteria.
- b. Effective use of available manpower and material resources.
- c. Documenting information related to maintenance and maintenance support activities.
- d. Improvement of maintenance and reliability of utility systems and equipment by provision of documented maintenance information and analysis.

e. Providing a means for reporting building configuration changes.

	Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement	Policy # 1.0
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f. Effective and responsible use of resources and materials.

g. Reduction of the costs through development of effective PM programs to prevent accidental material damage to systems and equipment.

h. Provide the means to schedule, plan, manage and track maintenance activities. i. Provision of data on which to base improvements in equipment design and spare parts. j. Create effective policies and programs in support of a quality and safe maintenance culture.

SCOPE

This preventive maintenance program is fully applicable to all Truth or Consequences Municipal Schools in assisting directors, maintenance supervisors and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of Truth or Consequences Municipal Schools to utilize the SchoolDude/Facility Information Management System (FIMS) modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

PREVENTIVE MAINTENANCE PROGRAM

The preventive maintenance program provides a simple and standard means for planning, scheduling, controlling and performing planned maintenance on all equipment, and represents an effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines and the schedules at which they are to be accomplished are developed based on specific equipment operating and maintenance manuals, manufacturer recommendations and the NM Groups Classification Types (NMGCT). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how and with what resources a preventive maintenance task is to be accomplished.

	Preventive Maintenance Plan Introduction, Purpose, Mission and Policy Statement	Policy #1.0
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Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost effectiveness.

The maintenance supervisor is responsible for the implementation and management of the preventive maintenance program for the district.

Equipment identification records are developed as a part of the program's integrated logistics support effort for all new procurements, re-procurements, alterations and modifications of equipment and associated systems.

PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION

1. At least annually, the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually, the maintenance management plan is reviewed and revised as appropriate with final approvals from the district administration/board.
3. The maintenance supervisor or designee is responsible for preparing the evaluation.
4. School leadership and staff are provided copies of the evaluation for their review and approval.
5. Changes to the plan's policy will be communicated to the district leadership annually unless the changes are due local, state or federal regulatory guidelines requiring immediate implementation. In this case, a memorandum explaining the change will be communicated to all leadership and staff affected by the change.

	Maintenance Goals	Policy #2.0
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POLICY

It is the policy of the Truth or Consequences Municipal Schools to create a list of reasonable goals for the maintenance program in an effort to identify opportunities for improvements in critical or weak areas of the department. The following goals for the 2015-2016 school year have been created and include a plan of action and timelines for completion.

MAINTENANCE PERFORMANCE GOALS 2015-2016

Maintenance Goals should be Specific, Measurable, Attainable, Realistic and

contain a Timeline

1. Sustain a 95% PM completion rate for FY 2015, as measured by the SchoolDude “Print Schedule Analysis” report in PMD.
2. Establish additional PM schedules for egress doors, main water valves, and storm drains in the SchoolDude work order system for automatic work order generation by December 31, 2025.
3. Develop and implement a maintenance staff development plan by December 31, 2015 in an effort to maintain the skills necessary to maintain both new and old equipment.
4. Create a PM schedule for facility environmental tours to include: custodial, principals/designees, and maintenance by August 30, 2015.

MAINTENANCE PERFORMANCE GOALS 2016-2017

Maintenance Goals should be Specific, Measurable, Attainable, Realistic and contain a Timeline

1. Sustain a 95% PM completion rate for FY 2017, as measured by the SchoolDude “Print Schedule Analysis” report in PMD.
2. Establish and complete a Professional Development Plan for Maintenance and Custodial staff using curriculum from *Frontline Professional Development*, by June 2017.
*See Policy 10
3. Complete a 5 year Facility Master Plan by January 2017.

MAINTENANCE PERFORMANCE GOALS 2021-2022

Maintenance Goals should be Specific, Measurable, Attainable, Realistic and contain a Timeline

1. Sustain a 95% PM completion rate for FY 2022, as measured by the SchoolDude “Print Schedule Analysis” report in PM
2. Finish Poms and Associates Maintenance and Operational Staff Master Certificate Program by July 2021
3. Develop a maintenance and Custodial staff professional development plan for FY 2021-2022, by July 2021.

MAINTENANCE PERFORMANCE GOALS 2022-2023

1. Sustain a 95% PM completion rate for FY 2023, as measured by the SchoolDude “Print Schedule Analysis” report in PMD.
2. Establish and complete a Professional Development Plan for Maintenance and Custodial staff using curriculum from *Frontline Professional Development*, by June 2024. *See Policy 10
3. Complete a 5 year Facility Master Plan by January 2024.

MAINTENANCE PERFORMANCE GOALS 2023-2024

Maintenance Performance

Goals 2024-2025

1. Sustain a 95% PM completion rate for FY 2025, as measured by the SchoolDude “Print Schedule Analysis” report in PM
2. Establish additional PM plans

3. Develop a maintenance and Custodial staff professional development plan for FY 2024-2025, by July 2025.

Goals 2025-2026

1. Sustain a 98% PM completion rate for FY 2025, as measured by the SchoolDude “Print Schedule Analysis” report in PM
2. Establish additional PM plans
3. Develop a preventive maintenance walk through schedule for all schools
4. Finish and continue professional development for maintenance.
5. Push to have a 24 hr turn around on all work orders that are achievable.

PREVIOUSLY ACCOMPLISHED MAINTENANCE GOALS

2010-2011 Accomplishments

- Completed Equipment & Roof Data Collection Inventory
- Imported Equipment & Roof Data Collection Inventory into the SchoolDude Equipment Module
- Scheduled a Preventive Maintenance Task for Fire, Health and Safety Equipment
 - Fire Extinguishers (Accomplished)
 - Emergency/Exit Lighting (Accomplished)
 - Lighting Outside (Accomplished)
 - Roof Inspection (Accomplished)
 - Playground, Inspection & Maintenance (Accomplished)
- Continued to commit at least 10 percent of maintenance resources to scheduled preventive maintenance tasks.
- Cleaned up Maintenance Direct Program by totally completing unfinished work orders for proper tracking.

2011-2012 Accomplishments

- Schedule Preventive Maintenance Tasks for:
 - Kitchen Equipment PM
 - Honeywell contract PM for HVAC

2012-2013 Accomplishments

- Developed Maintenance Safety Guidelines Manual
- Completed course in sewage decontamination for all maintenance staff, Dec. 2012.
- Completed refresher course for bloodborne pathogens for all maintenance and custodial staff, Nov. 2012.
- Completed refresher course for mandatory reporting of child abuse for all maintenance and custodial staff, Nov. 2012.

2013-2014 Accomplishments

- Established monthly walk thru schedules in Preventive Maintenance Direct, Feb. 2015
- Completed annual refresher course for Mandatory Reporting of Child Abuse, Oct. 2014
- Completed warehouse inventory of maintenance and custodial supplies, July 2014
- Reviewed and updated Maintenance Safety Guidelines Manual, August 2014

2014-2015 Accomplishments

- Completed an inventory of all maintenance vehicles and tools.
- Solicit bids from Pest Management Contractors to become partners in our IPM plan. •
- Established a District Energy Management Plan.
- Completed an inventory of custodial equipment and supplies in every facility.
- Completed maintenance staff development training.

2015-2016 Accomplishments

- Completed Playground Safety and Risk Assessment Course for all maintenance and custodial staff, Nov. 2016.
- Established a District Grounds Maintenance Plan, Oct. 2015.
- Imported monthly Utility billing information directly into Utility Direct, June 2016.

2020-2021 Accomplishments

- Completed Maintenance Staff Professional Development
- * See Policy 10

The next two (2) pages intentionally left blank for spreadsheet replacement as follows:

- Capital Items to Consider (Sample)
- Capital Items to Consider (blank)

2022-2023 Accomplishments

- Completed Maintenance Staff Professional Development
- Finished developing a custodial staff development plan.

2023-2024 Accomplishments

- Completed inventory of all maintenance and custodial equipment.
- Implemented a custodial and maintenance monthly walk-through inspection.
- Completed a inventory of all old furniture in storage around the district.

2024-2025 Accomplishments

- Completed multiple trainings for both custodial and maintenance staff
- Added to and maintained inventory for all old furniture.
- Schedule additional preventive maintenance

	Maintenance Organizational Structure and Staffing Responsibilities	Policy # 3.0
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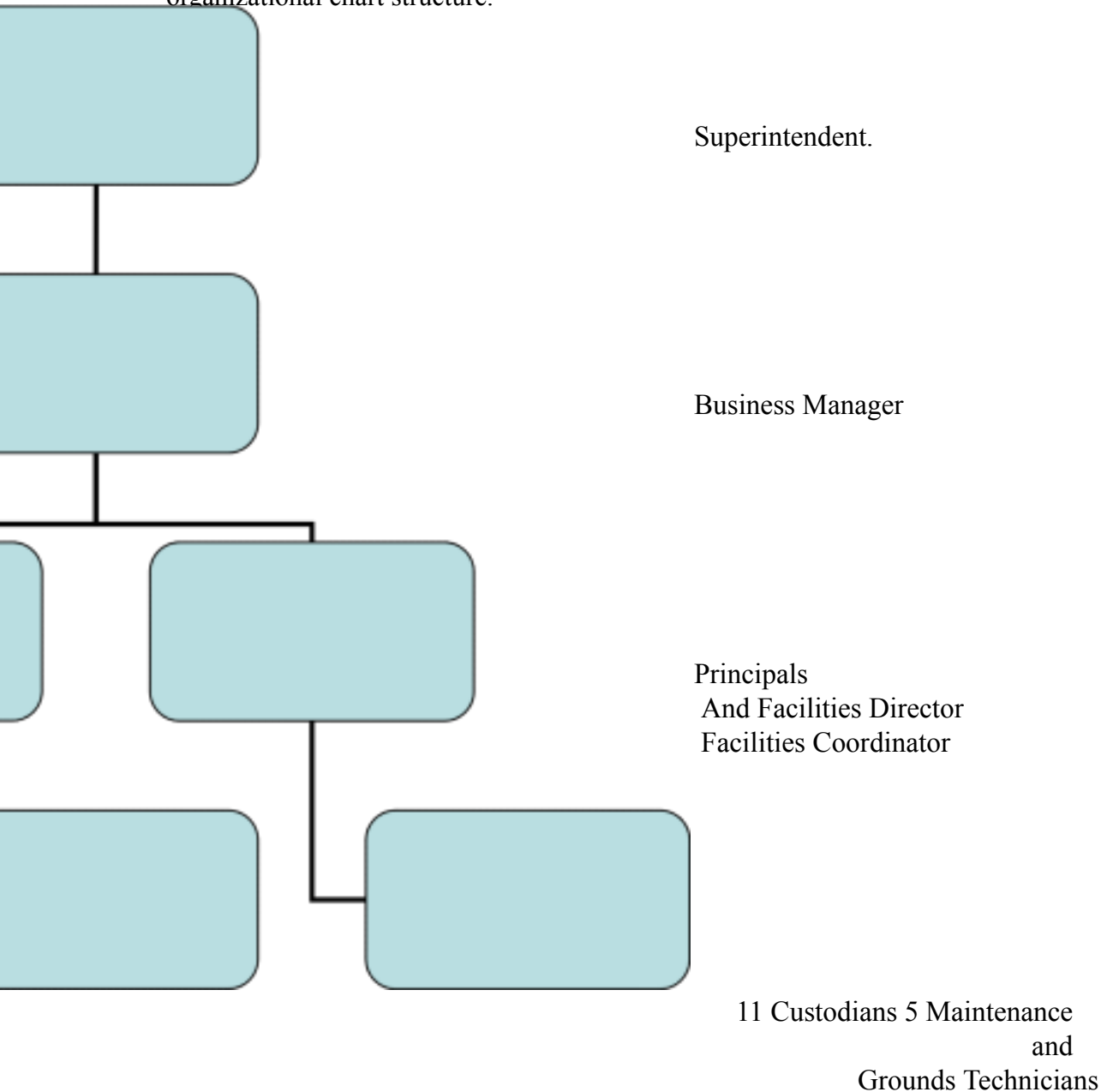
POLICY

It is the policy of the Truth or Consequences Municipal Schools to establish a routine maintenance staffing and organizational structure to define effective lines of communication and approval processes.

PROCEDURE

The Truth or Consequences Municipal Schools has developed the attached maintenance

organizational chart structure.



***All of the following positions are responsible for the district's safety policies and procedures.**

Superintendent: The Superintendent provides direct supervision to the business manager & the maintenance supervisor. The Superintendent secures necessary funds and resources to provide quality assurance for facilities and grounds and ensures the district's safety plan is implemented.

Business Manager: The Business Manager provides direct support to the Maintenance Director and Principals by providing a budget to efficiently manager District utility billing, vendor payments, and the number of full-time employees. The Business Manager also approves purchasing, travel, training, and supports the administration of construction.

Maintenance Supervisor: Serves as the direct supervisor of the maintenance technicians and school custodians. He/she oversees the scheduling and accomplishments of all maintenance activities, to include all emergencies, the scheduling of work, the assignment of work orders, the provision of needed supplies and equipment, and the approval of contract support. The Maintenance

Supervisor is also in charge of the Indoor Air Quality Program, the scheduling of inspections, and as the District's Asbestos Designee, provides Asbestos Awareness training for the maintenance and custodial staff.

Maintenance/Grounds Technicians: There are three (4) general maintenance technicians in our district. Each technician is responsible for the completion of work orders generated from his/her assigned district building(s). In addition to completing minor maintenance and repair tasks, they also perform scheduled inspection and preventive maintenance tasks. In the event of an emergency or safety/health issue they are assisted by the Maintenance Supervisor, School Custodians, and/or Grounds Persons.

School Custodians: There are three custodians at Hot Springs High School, two at Truth or Consequences Middle School, three at Truth or Consequences Elementary School, one at Sierra Elementary Complex, and one full and one part time at Arrey Elementary School. There is one part time custodian that services both Geronimo Trails Academy and the Administration complex. In addition to providing scheduled janitorial and housekeeping services for both buildings and grounds, they also provide general support to each school's staff members. They perform daily inspections of their schools, such as playground equipment at the elementary schools, and report any unusual operational or safety conditions to the Maintenance Supervisor. Custodians are responsible for performing monthly inspections of Fire Extinguishers, Emergency Lights, and Exit Lights which are recorded in a Fire Safety Log that is kept in the Administration Office of each building. Custodial schedules are staggered and the evening shift is responsible for securing their building before leaving. While they are supervised by the Maintenance Supervisor, they are responsive to the needs of their school's principal. The District currently has two part-time custodial substitutes who are called by the Maintenance Supervisor in the event of a custodial absence/sick day.

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 Maintenance Priorities and Procedures	Policy #4.0
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ROUTINE MAINTENANCE WORK ORDERS

The Truth or Consequences Municipal Schools currently processes maintenance work orders through the state funded SchoolDude Maintenance Direct work order system. Department heads provide work requests via the software which the Maintenance Supervisor reviews, approves, and assigns work to the technicians. On some occasions, requests are sent via email to the Maintenance Supervisor who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem, they correct the issue and create a work order. All closed (routine and PM) work orders must have the following required fields populated in order to maintain a high level of quality and integrity:

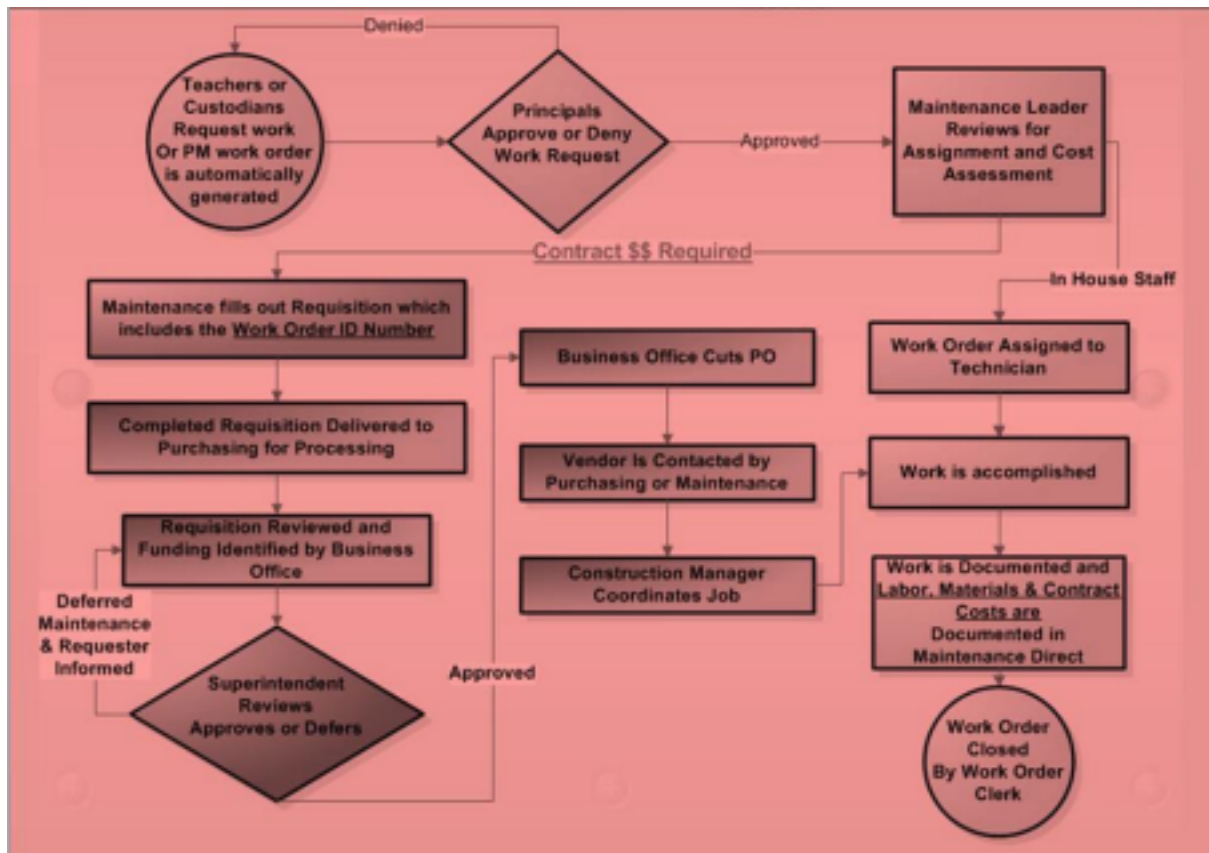
New requests should always include:	Closed work orders to be fully documented with:
Requestor	Labor Hours
Work Description	Material and / or Contract costs
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action taken to resolve problem (What was done)
Purpose (Reason for Work)	

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations.

	Maintenance Priorities and Procedures	Policy# 4.0
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PREVENTIVE MAINTENANCE WORK ORDERS

The Truth or Consequences Municipal Schools preventive maintenance work orders are scheduled in the PMD module of SchoolDude. The work orders are automatically generated and the Maintenance Supervisor then assigns the work orders to the appropriate technician, or service contractor, for completion and documentation. The following chart is an example of the work order process.



	Maintenance Priorities and Procedures	Policy # 4.0
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DEFINED PRIORITIES

The Truth or Consequences Municipal Schools has established the following work priority definitions for the maintenance department for effective response to requested work requests through the Facility Information Management System (FIMS) program.

EMERGENCY is reserved for those projects which truly stop the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient use.

HIGH is assigned to those projects which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.

MEDIUM is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

SCHEDULED is scheduling preventive maintenance actions on equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness.

LOW is used for those projects which are not necessarily required, but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay in starting.

SAFETY is assigned to those projects that are related to life, health and safety and should be addressed in an urgent manner. The concern should be identified and secured within 15 minutes and a solution be implemented as soon as possible.

	Inspection and Maintenance Schedules	Policy # 5.0
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POLICY

The accomplishment of scheduled inspections and preventive maintenance tasks is critical to the successful operation of the Truth or Consequences Municipal Schools.

PROCEDURE

- A unique inventory of all equipment is created prior to adding equipment into the maintenance management program.
- This inventory shall be kept current and reviewed for accuracy on a routine schedule, but no less than annually.

Prescribed equipment inventories, maintenance schedules, and PM frequencies and inspection tasks have been developed for each of the district schools.

Attachments:

District Maps with School Locations – From FMP
Facility Floor Plans - From FMP

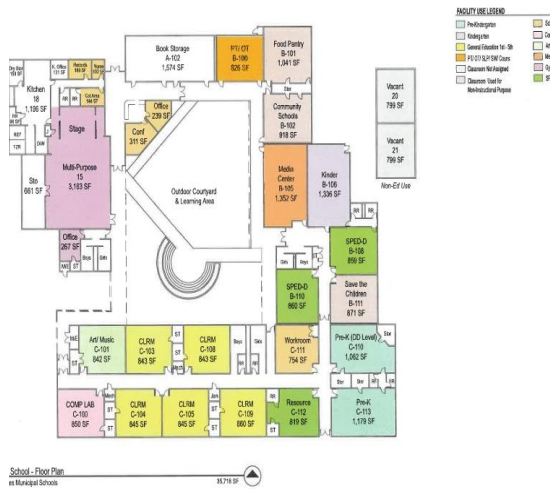
Attachments:

Unique lists of major facility equipment inclusive in the PM program including HVAC, life safety, structures, utilities, plumbing etc.

References:

floor Plan

Note: floor plan is illustration of planned facility after 2008-09 demolition, remodel, and addition



ARREY ELEMENTARY FLOOR PLAN

35,518 GSI
CAD DRAWINGS COURTESY OF ASA ARCHITECTS STUDIO, LAS CRUCES, NM

Truth or Consequence Municipal Schools
(all titles in this plan are for informational purposes only)
AAC20718.000
Exhibit 4-3
Amy L. Lomenzo



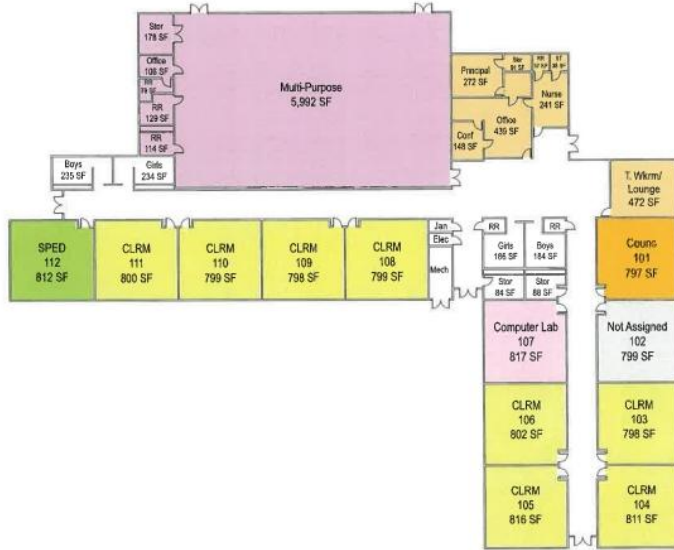
06/11/15 Ems-5



Arrey Elementary School - Floor Plan

Arrey Elementary School

60,110 Permanent SF
+ 3,584 Portable SF
63,694 Total SF



FACILITY USE LEGEND

General Education 4th-5th	School Admin & Support
STEM Lab	Art/Music
PI/OT/SLP/SSW/Couns	Media Center
Dual Language	Gym / Cafeteria / Multi-Purpose
Classroom Not Assigned	SPED/Resource
Classroom Used for Non-Instructional Purpose	Computer Lab
	Special Programs

Sierra Elementary School - Floor Plan
Truth or Consequences Municipal Schools

24,927 Permanent SF

Truth or Consequences Municipal Schools - 2025 - 2030 Facility Master Plan
T or C Middle School - Floor Plan



FACILITY USE LEGEND

MS General Ed CR	School Admin & Support
Science Lab	Art/Music
MS Elective	Media Center
SPED/Resource	Gym / PE
MS Vol/CTE	OT/SLP/SSW/Counseling
Detention Use	Classroom Not Assigned/Used for Non-Instructional Purpose
Classroom Used as Storage	

Truth or Consequences Middle School - Floor Plan
Truth or Consequences Municipal School District

68,496 Permanent SF
1,792 Portable SF
70,278 Total SF



MAJOR EQUIPMENT AND INSPECTION TIMELINES

Boiler (Gas) (Frequency: Annual)

Cafeteria Exhaust Hood, Duct System (Frequency: Semiannual)

Doors, Main Entrance (Frequency: Semiannual)
 Drains, Areaway, Driveway, Storm (Frequency: Semiannual)
 Emergency/Exit Lights, (Frequency: Quarterly)
 Fences and Gates, Security/Access (Frequency: Semiannual)
 Fire Control Valves (Frequency: Monthly)
 Fire Doors (Frequency: Quarterly)
 Fire Extinguishers Inspection (Frequency: Monthly)
 Grease Traps (Frequency: Monthly)
 Hot Air Furnace (Frequency: Annual)
 Hot Water Heater (Gas) (Frequency: Annual)
 Lighting, Outside (Frequency: Semiannual)
 Manhole, Electrical (Frequency: Annual)
 Manholes, Sewer (Frequency: Quarterly)
 Playground Equipment & Structures (Frequency: Monthly)
 Power Distribution Units (PDU) (Frequency: Semiannual)
 Roofs, Drains, Gutters and Downspouts (Frequency: Semiannual)

CURRENT PREVENTIVE MAINTENANCE SCHEDULE

EQUIPMENT					Jan							
					May							
					Sep							

Gas Boilers X

Exhaust Hoods/Duct System						X						X
Doors/Main Entrances						X						X
Drains-Driveway, Storm						X						X
Emergency Lights-Exit, Entr.	X			X			X			X		
Fences/Gates						X						X
Fire Control Valves	X	X	X	X	X	X	X	X	X	X	X	X
Fire Doors	X			X			X			X		
Fire Extinguishers	X	X	X	X	X	X	X	X	X	X	X	X
Grease Traps	X	X	X	X	X	X	X	X	X	X	X	X
Hot Air Furnaces							X					
Hot Water Heaters							X					
Outside Lighting						X						X
Electrical Manholes							X					

Sewer Manholes	X			X			X			X		
Playground Equip/Structures	X	X	X	X	X	X	X	X	X	X	X	X
Power Distribution Units						X						X
Roofs, Drains, Gutters, etc.						X						X

	Scheduled Preventive Maintenance Tasks	Policy # 6.0
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POLICY

It is the policy of the Truth or Consequences Municipal Schools to utilize the SchoolDude Facility Information Management System in development of PM tasks for equipment associated with the district sites. In addition, the District shall use the New Mexico GCT's to develop preventive maintenance equipment frequencies and tasks.

PROCEDURE

The following information is a sample of the tasks associated with the School Dude modules. Districts are encouraged to obtain actual samples from their respective programs and attach 3-5 of each in each section.

No. PMScheduleTitle Date Generated Status LastWOID Craft NextPM WO On Classification Location Type Est.LaborHours Recurrence Pattern TotalEst.Costs													
1	TCESEmergencyLightingInspection	3/31/2013 Runnin g			382 ectrical		2013 ctricalEquip.& te	TOR C ELEM	Special Electrical Syste	6.00	Monthly	\$120.00	
2	ArreyES MonthlyEmergencyLig hting	3/31/2013 Runnin g			372 ectrical		2013 ctricalEquip.& te	ARREY ELEM	Special Electrical Syste	2.00	Monthly	\$40.00	
3	ArreyES Monthly FireExtinguisher	3/31/2013 Runnin g		233 74	Fire Extinguis hers	5/6/2013	Fire& SafetySyst ems	ARREY ELEM	Fire Extinguish ers	1.00	Monthly	\$20.00	
4	Filter cleaning	2/28/2013	Runnin g	232 43	Heating/V entilation	3/1/2014		HOTSPRINGSHIGH		0.50	Yearly	\$10.00	

					/A							
5	HotSpringHS EmergencyLighting	3/31/20 13 Runnin g			380 ectrical		2013 ctricalEquip.& te	HOTSPRINGSHIG H	Special Electrical Syste	8.00	Monthly	\$160.00
6	HotSprings HS FireExtinguisher	3/31/20 13 Runnin g		233 73	Fire Extinguis hers	5/6/201 3	Fire& SafetySyst ems	HOTSPRINGSHIG H	Fire Extinguish ers	1.50	Monthly	\$30.00
7	Lighting,OutsideSemi Annual	11/4/20 12 Runnin g			804 ectrical		2013 ctricalEquip.& te	HOTSPRINGSHIG H	Special Electrical Syste	8.00	Monthly	\$160.00
8	Lighting,OutsideSemi Annual	11/4/20 12 Runnin g			806 ectrical		2013 ctricalEquip.& te	TOR C ELEM	Special Electrical Syste	2.00	Monthly	\$40.00
9	Lighting,OutsideSemi Annual	11/4/20 12 Runnin g			805 ectrical		2013 ctricalEquip.& te	SIERRA COMPLEX	Special Electrical Syste	2.00	Monthly	\$40.00
10	Lighting,OutsideSemi Annual	11/4/20 12 Runnin g			807 ectrical		2013 ctricalEquip.& te	TOR CMIDDLE	Special Electrical Syste	4.00	Monthly	\$80.00
11	Lighting, Outside Semi-Annual	3/31/2 013	Runnin g		378 ectrical		2013 ctricalEquip.& te	ARREY ELEM	Special Electrical Syste	1.50	Monthly	\$30.00
12	Playground Insp& Mtce Monthly	4/2/201 3 Runnin g			393 ayground	5/3/201 3	Site Improve ments	SIERRA COMPLEX	Playgroun dStructure s&	3.00	Monthly	\$60.00
13	Playground Insp& Mtce Monthly	4/2/201 3 Runnin g			392 ayground	5/3/201 3	Site Improve ments	ARREY ELEM	Playgroun dStructure s&	2.00	Monthly	\$40.00
14	Playground Insp& Mtce Monthly	4/2/201 3 Runnin g			394 ayground	5/3/201 3	Site Improve ments	TOR C ELEM	Playgroun dStructure s&	3.00	Monthly	\$60.00
15	PM Schedulecreated on4/13/2010		Definiti on				HVACEqui p.&System s		Terminal& PackageU ni	0.00		\$0.00
16	PM Schedulecreated on4/22/2010	3/4/201 3 Runnin g		232 70	Heating/V entilation /A	6/5/201 3	HVACEqui p.&System s			2.00	Monthly	\$40.00
17	PM Schedulecreated on5/13/2011	3/3/201 3 Runnin g		232 69	Kitchen Equipme nt	6/3/201 3	Equipment	TOR C ELEM	Commercia l Equipment	1.00	Monthly	\$20.00
18	PM Schedulecreated on5/13/2011	3/3/201 3 Runnin g		232 68	Kitchen Equipme nt	6/3/201 3	Equipment	HOTSPRINGSHIG H	Commercia l Equipment	2.00	Monthly	\$40.00
19	PM Schedulecreated on5/13/2011		Definiti on				Equipment			0.00		\$0.00
20	PM Schedulecreated on5/13/2011		Definiti on				Equipment			0.00		\$0.00
21	RoofInsp& MtceSemi-Annual	3/31/20 13 Runnin g		2337 Roof		10/1/20 Roof		ARREY ELEM	Roof Coverings	2.00	Monthly	\$40.00
22	RoofInsp& MtceSemi-Annual	11/4/20 12 Runnin g		2281 Roof		5/6/20 Roof		TOR CMIDDLE	Roof Coverings	4.00	Monthly	\$80.00

23	Roof Insp & Mtce Semi-Annual	11/4/2012 Running		2280 Roof		5/6/20 Roof		SIERRA COMPLEX	Roof Coverings	3.00	Monthly	\$60.00
24	Roof Insp & Mtce Semi-Annual	11/4/2012 Running		2280 Roof		5/6/20 Roof		HOTSPRINGS HIGH	Roof Coverings	6.00	Monthly	\$120.00
25	Roof Insp & Mtce Semi-Annual	11/4/2012 Running		2281 Roof		5/6/20 Roof		TOR C ELEM	Roof Coverings	4.00	Monthly	\$80.00
26	Sierra Emergency Lighting Inspection	3/31/2013 Running			381 Electrical		2013 Electrical Equip. & Te	SIERRA COMPLEX	Special Electrical System	2.00	Monthly	\$40.00
27	Sierra ES Fire Extinguisher	3/31/2013 Running		23375	Fire Extinguishers	5/6/2013	Fire & Safety Systems	SIERRA COMPLEX	Fire Extinguishers	1.00	Monthly	\$20.00
28	Tor CMS Emergency Lighting	3/31/2013 Running			383 Electrical		2013 Electrical Equip. & Te	TOR CMIDDLE	Special Electrical System	6.00	Monthly	\$120.00
29	TCES Fire Extinguisher	3/31/2013 Running		23376	Fire Extinguishers	5/6/2013	Fire & Safety Systems	TOR C ELEM	Fire Extinguishers	1.50	Monthly	\$30.00
30	TCMS Fire Extinguisher Monthly	3/31/2013 Running		23377	Fire Extinguishers	5/6/2013	Fire & Safety Systems	TOR CMIDDLE	Fire Extinguishers	1.50	Monthly	\$30.00

*The following are examples only.

I. D-5 DOORS, MAIN ENTRANCE (FREQUENCY: SEMI ANNUAL)

Application:

This maintenance task applies to entrance doors used in main building entries where a poorly operating door may be dangerous and cause congestion.

Special Instructions:

Set suitable barriers at the entrance and exit of the door. Prevent obstructions from impeding pedestrian traffic around the work area.

Hinged Doors

1. Inspect the frame and supporting structures.
2. Inspect hardware; hinges, latch keeper, lock. etc. Apply graphite where needed, wipe off excess.
3. Inspect glass, putty, or retaining pieces. Correct any deficiencies.
4. Operate door to observe functioning of check. Adjust and service as needed.
5. Touch up paint as needed.
6. Clean up and remove all debris from work area.

Revolving Doors

1. Remove obstructions and clean out track.
2. Fold door. Note action and freedom of motion.
3. Inspect locking device, adjust as needed.
4. Clean pivot points and apply graphite.

5. Inspect felt or rubber seals.
6. Set the emergency fold pressure on the door to the manufacturer's specifications.
Check automatic speed control, which should limit speed of door to 12 RPM.
7. Touch up paint as required.
8. Clean up all debris from work area.

Recommended Tools, Materials and Equipment:

1. Review manufacturer's instruction manual for specialized hand tools, equipment and supplies.
2. Graphite. Consult the Material Safety Data Sheets (MSDS) for hazardous ingredients and proper personal protective equipment (PPE).
3. Clean wiping cloths
4. Suitable barriers

II. F-24 FIRE EXTINGUISHERS – INSPECTION (FREQUENCY: MONTHLY)

Application:

This maintenance task is for a monthly visual inspection of all fire extinguishers.

Special Instructions:

1. Follow manufacturer's instructions.
2. Whenever an extinguisher is removed from service, immediately replace it with an extinguisher of a size and extinguishing agent appropriate for the hazard protected.

Checkpoints:

A visual inspection is a quick check to see that the fire extinguisher is in its proper location that it is not blocked, is fully charged, and that it appears to be in good working order. This inspection generally consists of walking to the extinguisher and doing the following:

1. Confirm that the extinguisher is in its designated place.
2. Verify that the extinguisher is appropriate for the hazard protected (Class A, B, C, or D).
3. Ensure that the extinguisher is accessible and visible.
4. Confirm that the operating instructions face outward and are visible.
5. Check that the seals or tamper indicators are intact.
6. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle. Recharge or replace as required.
7. Verify that the pressure gauge is in the normal range. If not, recharge the extinguisher.
8. Initial and date inspection tag.

Recommended Tools, Materials and Equipment:

1. Seals or tamper indicators.
2. Inspection tags.
3. Permanent Pen.

	Custodial/Maintenance Duties and Responsibilities	Policy #7.0
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POLICY

It is the policy of the Truth or Consequences Municipal Schools to establish custodial duties and responsibilities, aligned with the job description, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well kept facility. The following duties and responsibilities have been developed as a guideline to assist in the effective management of custodial staff.

Note: This is an outline to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept work area, and due to special needs and requests of staff, special projects, etc.

PROCEDURES

DAILY

1. Raise flags at 8:00 a.m., lower at sunset (if not lighted).
2. Remove snow and ice accumulations from sidewalks and entry areas.
3. Sweep sidewalks and entryways; pick up trash, cigarette butts, etc.
4. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots.
5. Replenish restroom supplies.
6. Review janitorial nightly reports for discrepancies.
7. Review work orders.
8. Replace damaged and soiled ceiling tiles.
9. Replace electrical lamps, breakers, fuses and ballasts as needed.
10. Check boiler, mechanical, electrical, offices and classrooms; listen for unusual noises, check for excessive heat and equipment vibrations.
11. Ensure doors, windows and roof accesses are secured.
12. Empty all trash receptacles in classrooms, offices, restrooms, gymnasiums and cafeteria.
13. Clean and mop all restrooms prior to the beginning of the school day.
14. Complete a visual inspection of the school building and grounds and report any vandalism, theft, or damage to the Maintenance Supervisor.

WEEKLY

1. Inspect and re-lamp exterior building lighting.
2. Inspect and re-lamp parking lot and site lighting.

PERIODIC

1. Inspect and repair curbs, walks and paving.
2. Inspect and restore signage.
3. Inspect roof and gutter conditions; remove debris.
4. Reset time clocks (Apr and Oct).
5. Verify proper cycling of sewage pumps.
6. Restore cracks and blemishes on building exterior.
7. Verify that there is adequate supply of filters, lamps, etc.
8. Inspect all restroom, shower rooms and water closets.
9. Check all door operations and adjust hardware, including overhead doors and operators.
10. Inspect and repair all finished surfaces.
11. Replace burned out and flickering lamps (light bulbs).
12. Check for tripped circuit breakers.
13. Perform monthly fire extinguisher inspection.
14. Rotate all plumbing fixture shut off valves.

15. Rotate all water valves serving floor drains.
16. Rotate all bib valves.
17. Supervise heating, venting and air conditioning repairs - Contract PM Service.
18. Inspect, test and service all exit lights.
19. Inspect, test and service all emergency lights.
20. Inspect and test all lighting fixtures.
21. Inspect and maintenance on all heating, venting & air conditioning equipment.
22. Inspect Site:

- Fence
- Grounds
- Pavement
- Retaining Wall
- Storm Drainage System
- Tunnel and Underground Structure

23. Inspect Building Exterior:

- Docks
- Entrances
- Landscaping
- Outside Storage Areas
- Parking Lots
- Roofs
- Sidewalks
- Utility Enclosures

24. Inspect Building Interior:

- Auditorium
- Classrooms
- Common Areas
- Computer Rooms
- Conference Rooms
- Corridors/Hallways
- Electrical Rooms
- Gymnasiums
- Janitorial Rooms
- Mechanical Rooms
- Offices
- Restrooms
- Shower/Locker Rooms
- Stairwells

25. Grounds and landscaping:

- Activate lawn sprinkler irrigation system; test, inspect and repair. •
- Apply pre-emergent weed control.
- Apply broad leaf weed control in lawns.
- Aerate lawns.
- Fertilize lawns.
- Fertilize trees and shrubs.
- Prune trees and shrubs.
- Winterize lawn irrigation sprinkler system.
- Sweep parking lots.

- Inspect and restore pavement markings.

	District Facilities and Equipment	Policy # 8.0
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POLICY

The Truth or Consequences Municipal Schools shall maintain a current & accurate listing of all schools within the district.

PROCEDURE

The district shall maintain a current and accurate listing of all schools within the district which includes the following:

1. School name and classification (elementary, mid-school, high school, etc.)
2. Site location and address
3. Square footage and/or acreage of sites
4. Student census information (MEM Count)
5. Other

FACILITIES	LOCATION/ADDRESS	SQUAREFEET/ ACREAGE	MEMBERSHIP
AdministrationOffice	180 N. Date St.	16,400 sq. ft. - 1.36 acres	n/a
Hot Springs High School	1801 New School Rd.	141,376 sq. ft. - 38.54 acres	360
Truth or Consequences Middle School	1802 New School Rd.	65,576 sq. ft.- 38.54 acres	300
SierraElementary School Shared	1500 N. Silver	25,973 sq. ft. - 18.31 acres	160
Truth or Consequences ElementarySchool-shared	1500 N. Silver	52,469 sq. ft. - 18.31 acres	420
Transportation Shared	1500 N Silver	5,500 sq. ft.-18.31 acres	n/a
ArreyElementary School	4500 Hwy. 187	35,518 sq. ft. – 8 acres	110
Fitness Center	301 Ed Bailey Dr.	5,500 sq. ft.	n/a
New Administration Office	910 N Date Street	14,580 sq. ft.- .79 Acres	n/a

1. Arrey Elementary School Campus (7.9 acre campus)

Facilities include:

- Core Building (1936)
- Portable Buildings (2) (1973)
- Classroom Addition/Remodel (2004)

2. Administration – Central Services Campus (0.95 acre campus)

Facilities include:

- Core Building (1948)
- Warehouse (1998)

3. Geronimo Trails Alternative School Campus (0.41 acres campus)

Facilities include:

- Portable Buildings (3) (1979)

4. Hot Springs High School Campus (38.54 acre campus)

Facilities include:

- Core Building and gym/cafeteria (2006)
- Concession stand, grandstand and football field (1965)
- Computer Lab (1993)
- Vocational/Agriculture Building (2002)
- Weight room (1975)
- Fitness Center (2019)

5. Sierra Elementary School Campus (18.31 acre campus)

Facilities include:

- Core Building (1992)

6. Truth or Consequences Elementary School Campus (18.31 acre campus)

Facilities include:

- Core Building (2014)
- DD pre-school building (Remodel 2015)
- Cafeteria/classrooms building (Remodel 2014)
- Portable classrooms (2)

7. Truth or Consequences Middle School (19.27 acre campus)

Facilities include:

- Core Building (1985)
- Portable Buildings (2) (1985)

8. Transportation Building (18.31 acre campus)

Facilities include:

- 5,500 sq. ft. building (2004)
- Wash bay
- Bus shed
- Storage shed

9. New Administration Building – (.79 Acre Building)

Facilities Include:

- Core Building (1976)
- Warehouse (2005)

- Maintenance Shop (2005)
- Shed (2005)

	Planned Maintenance and Repair Projects	Policy # 9.0
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POLICY

It is the policy of the Truth or Consequences Municipal Schools to develop a plan to meet the needs of the district's scheduled maintenance and repairs, based upon the results of inventories and evaluation of severity through the work order data collection and evaluation system and routine safety inspections.

PROCEDURE

Through the maintenance department's data collection processes within the facility information management system, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly for the purposes of the development of a plan of correction.

As necessary, this list shall be integrated with the Five Year Facility Master Plan.

Attached is a copy of the District's Capital Implementation Plan covering 2010 through 2016. District priorities are listed by school and numbered 1 through 6.

Truth or Consequences Elementary School was listed as priority 1 and a Certificate of Occupancy was issued in August 2014. Kitchen renovations were completed in August 2014. The project also included all sub-projects listed as priority for this site.

Truth or Consequences Middle School is listed as priority 2 and one of the sub-projects listed for this site is roof repair. The District currently has this project scheduled for May 2016 along with replacement of classroom evaporative coolers. Parking lot resurfacing was completed during the 2014-2015 school year as noted in this site's FMAR assessment.

Hot Spring's High School, Sierra Elementary, and Arrey Elementary are listed as priorities 3, 4, and 5 respectively and will be added in next year's updated PM Plan.

Accomplishments 2013-2015

- Completion of TCES construction, August 2014.
- Completion of TCES/SEC cafeteria remodel, August 2014.
- Remodel four TCES classrooms (DD classrooms), April 2015.
- Replaced outdoor basketball court and goals at Arrey Elementary, December 2014.
- Replaced evaporative cooling units on Hot Springs High old gym, July 2014.
- Replaced evaporative cooling with package units on HSHS weight room, July 2014.
- Remodel HSHS weight room, Summer 2014.

- Chip seal TCMS bus loop and staff parking, November 2014.
- Chip seal Central Office parking, Summer 2013
- Remove carpet and polish concrete in hallways at TCMS, July 2013.
- Remove tile and polish concrete at TCES cafeteria, July 2015.

Goals 2015-2016

- Relocate two portables to TCES for pre-school classrooms, Spring 2016. •
- Replace roof at TCMS educational complex and HVAC upgrades, Summer 2016. •
- Repair roof at Arrey Elementary.
- Repair waste water treatment plant at Arrey, Spring 2016.
- Repair roof at HSHS Vo-Ag/Art building.
- Relocate Central Office.

Accomplishments 2015-2016

- Completed re-roof and HVAC upgrades at Truth or Consequences Middle School, October 2016
- Completed repairs of waste water treatment plant at Arrey Elementary School, June 2016
- Completed handicap accessible sidewalk at Hot Springs High School, August 2016

Accomplishments 2017-2019

- Completed 5 Year Facility Master Plan, April 2018
- Resurface running track at Hot Springs High, August 2018
- Completion of Hot Springs High School Fitness Center, March 2019 •
- Completion of LGRF Project Paving of Transportation Lot, July 2019 •
- Completion of LED Lighting upgrade at Sierra Elementary Gymnasium, October 2019.
- Relocated Administrative Offices. December 2019

2020-2021 Accomplishments

- Completion of LED lighting upgrade at Hot Springs High School Gymnasium, January 2020.
- Completion of exterior painting at Sierra Elementary, July 2020
- Completion of exterior painting at TCES Cafeteria, July 2020.
- Completion of interior ceiling replacement at TCMS Kitchen, August 2020. •
- Completion of restroom upgrades at TCMS Educational Complex, August 2020. •
- Replaced HVAC unit at TCMS Offices, September 2020.
- Replaced flooring and interior ceiling at Hot Springs High School Band and Choir Hall, September 2020.
- Replaced roofs at Hot Springs High School Educational Building, Band and Choir Hall, and Gymnasium/Cafeteria, December 2020.

Goals 2021-2022

- Complete Astro turf installation at Baseball and Softball fields
- Replace fencing at Baseball and Softball fields
- Replace roof at TCMS office, cafeteria, and gymnasium
- Replace roof at Hot Springs High School Auxiliary gymnasium
- Partial roof replacement at Hot Springs High School Agricultural building •
Replace roof at Sierra Elementary and HVAC upgrades
- Replace grease trap at TCMS
- Construct Greenhouse at Hot Springs High Agricultural Building

Accomplishments 2021-2022

- Forklift safety training
- CPR/AED training

Goals 2022-2023

- Bloodborne pathogen refresher training
- Mandatory reporting child abuse training
- Playground safety training
- POMS and associates maintenance and operational staff master certificate for some staff.

Accomplishments2022-2023

- Training in bloodborne pathogens, child abuse and playground safety • Completed POMS and associates maintenance and operational staff master certificate • Replaced roof on Hot springs High School High School Auxiliary GYM • Replaced roof on Hot Springs High School Ag Building
- Replaced some fencing around softball and baseball fields

Accomplishments2023-2024

- Polished concrete at Sierra Elementary Complex and TorC Middle School
- Refresher training
- Built office in the Maintenance Building.
- Completed POMS and associates maintenance and operational staff master certificate
- Put down wood chips in playground at Arrey Elementary School
- Installed new automatic roll gate at TorC elementary
- Built security entrance at Hot Springs High School

Goals 2024-2025

- Finish installing fencing around Hot Springs High School and TorC middle School
- Reroof and install HVAC at Sierra Elementary Complex

- New GYM floor at Sierra Elementary Complex
- New partitions at Sierra Elementary Complex
- New badge readers installed on gates
- New press box at Hot Springs High School football field
- New landscaping at all schools
- New pre-k playground at Arrey Elementary

Accomplishments 2024-2025

- Reroof and install HVAC at Sierra Elementary Complex
- New GYM floor at Sierra Elementary Complex
- New partitions at Sierra Elementary Complex
- New badge readers installed on gates
- New pre-k playground at Arrey Elementary
- New LED lighting at Hot Springs High School outside lights, woodshop, classrooms, and cafeteria.

Goals 2025-2026

- New press box at football field.
- New led lights at HSHS ag shop.
- Level and sod football field.
- Redo HSHS gym floor.
- Resurface track.

The next two (2) pages intentionally left blank for spreadsheet replacement as follows:

- Capital Items to Consider (Sample)
- Capital Items to Consider (blank)

Maintenance Staff Development 	Policy # 10.0
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POLICY

It is the policy of the Truth or Consequences Municipal Schools to encourage continued education

and staff development for maintenance and custodial staff.

Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computer maintenance management software, improvements in products and materials and many others. As a result, maintenance and custodial personnel are required to have advanced technical skills to maintain the electrical, mechanical and special systems in operation. To accomplish tasks associated with these building components a formal staff development plan and training method must be presented and selected. Individuals must attend courses for required continued education on the latest and evolving technical skills and trades.

PROCEDURE

Maintenance Staff Development

- Maintenance and custodial staff will be required to attend courses and trainings that can enhance their skill sets.
- Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others.
- At a minimum, all required safety training shall be kept up to date beginning with annual training and annually thereafter (i.e. PPE, asbestos, MSDS, bloodborne pathogens...). • The Plant Operations Director will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
- Records of training will be kept in an employee file.

Accomplishments 2012 - 2013

- Completed Sewage Decontamination Training for all maintenance workers, Dec. 2012.
- Completed Bloodborne Pathogen Training for custodial and maintenance staff, Nov. 2012
- Completed Mandatory Reporting of Child Abuse Training for all custodial and maintenance staff, Nov. 2012

Training Goals 2013 - 2015

- Review and update Maintenance Safety Guidelines Manual by all custodial and maintenance staff.
- Train all maintenance and custodial staff on Mitsubishi VRF HVAC equipment installed on Truth or Consequences Elementary Replacement building.

Train all maintenance and custodial staff on the operation and maintenance of Water Softening equipment installed on Truth or Consequences Elementary Replacement building. • Introduction to OSHA and Title VII Discrimination and Sexual Harassment presented by Poms & Associates for all maintenance and custodial staff

Accomplishments 2014-2015

- Rotated all maintenance personnel to different buildings to increase individual knowledge of all facilities.
- Reviewed and updated Maintenance Safety Guidelines Manual.
- Updated Preventive Maintenance Plan.

Training Goals 2015-2016

- Attend CPI Training for maintenance and custodial personnel.
- Attend Playground Safety Audit training for maintenance personnel.
- All employees shall complete Mandatory Reporting of Child Abuse refresher and Blood Borne Pathogen refresher.
- All maintenance and custodial personnel shall complete 10 hours of OSHA compliance webinars.

Accomplishments 2015-2016

- Completed Playground Safety Audit training for maintenance personnel. •

Accomplishments 2020-2021

- Safely and effectively cleaning schools July 20, 2020
- Proper Application of TB Cide Quat July 23, 2020
- Victory Sprayer Training September 16, 2020
- Poms and Associates Module 2- Energy October 19, 2020
- Poms and Associates Module 3- Environmental Health and Safety October 20, 2020

Goals 2020-2021

- Poms and Associates Maintenance and Operational Staff Master Certificate Program Modules 4, 5, and 6.
- CPR/AED Training by August 2021
- Covid- Safe Practices by July 2021

Accomplishments 2023-2024

- Completed vector trainings
- Completed Poms and Associates Maintenance and Operational Staff Master Certificate Program

Goals 2024-2025

- Vector training for all staff
- Equipment training for all staff

Accomplishments 2024-2025

- Completed vector training
- Completed equipment training

Goals 2025-2026

- Complete vector training for all staff.
- CPR/AED training for staff
- Acquire a Pesticide/Herbicide license

	Maintenance Safety Plan	Policy # 11.0
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POLICY

The District develops and maintains a written management plan describing the processes it implements to effectively manage the environment for the safety of students, staff, contractors, and guests coming to the district's facilities. This section includes Maintenance Safety, Maintenance Safety Goals and Maintenance Policies and Procedures.

PROCEDURE

1. The District identifies a person(s), as designated by leadership, to coordinate the development, implementation, and monitoring of the district's maintenance safety activities.
2. The entire school district's maintenance, grounds and custodial staff are oriented, trained and responsible to the safety management plan.
3. At new employee orientation an overview of the safety management plan is provided to each maintenance employee and includes:
 - General Safety
 - Personal Protective Equipment
 - Right to Know / MSDS practices
 - General OSHA guidelines
 - Fire Safety Procedures and equipment
 - Lock Out / Tag Out
 - Emergency School Procedures
 - Security Procedures
 - Ladder Safety
 - Grounds keeping and General Tool Equipment Safety
 - Blood Borne Pathogens
 - CPR
 - Job specific safety risks
 - Other (as determined by district plans)
4. A department-specific safety management plan orientation is provided to employees by their individual department manager.

5. Annually, all employees are provided re-education about the safety management plan. 6. All training classes that employees attend are documented in the employees personnel file located in human resources.

MAINTENANCE SAFETY

1. The maintenance department staff will adhere to all district safety rules as outlined in the District Safety Plan.
2. PPE (personal protective equipment) will be provided and utilized as appropriate for the tasks at hand. Some examples include: safety glasses/goggles, gloves, ear plugs, respirators etc.
3. All equipment operated by maintenance staff will be maintained such that all protective guards and shields are in place.
4. Maintenance staff is required to report any unsafe conditions to include employee injuries to their immediate supervisor and a district employee injury report completed and forwarded to the appropriate chain of command system.
 - Injured parties should seek immediate medical attention following the districts employee injury guidelines established.
 - All injuries will be reported to the principal and superintendent within 24 hours.
5. The maintenance department shall provide routine safety training to all maintenance and custodial related staff. Records, to include sign in sheets, shall be maintained on all training activities.
6. Records should be kept in the employee's personnel files for any safety training accomplished.
7. Periodic safety inspections should occur and be documented so issues can be corrected.

MAINTENANCE SAFETY GOALS

1. Review and update Maintenance Safety Guidelines Manual with custodial and maintenance staff annually.
2. Employ Poms & Associates to train custodial and maintenance staff on OSHA regulations.

MAINTENANCE POLICIES AND PROCEDURES

The district establishes safety policies and procedures that are distributed, practiced, enforced and reviewed as frequently as necessary, but at least every year.

1. All safety related policies are reviewed and approved by the district leadership. They then are forwarded to the school superintendent and board for final approval. All policies developed and adopted, based on new regulatory standards, will be identified to the district leadership.
2. All product safety recalls are directed to the safety officer or designee for review and follow up as appropriate. Reports concerning recalls and actions taken are provided to the district board for review.
3. Through a comprehensive inspection and maintenance program the grounds and all equipment are maintained in a manner intended to provide the highest level of safety for all staff and other people coming to the district facilities authorized to use devices.

	Service Contract And Vendor Oversight	Policy # 12.0
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POLICY

The Truth or Consequences Municipal Schools may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

CONTRACT/VENDOR EXPECTATIONS AND RESPONSIBILITIES

- Every maintenance contractor/vendor performing work for the Truth or Consequences Municipal Schools is expected to perform work in a professional manner and at the highest quality possible following the district's code of conduct policy.
- All contractors and vendors are informed as to the district's proper procedures, safety guidelines and Code of Conduct while on school property.
- Truth or Consequences Municipal Schools and the maintenance contractor are partners working toward the common goal of repairing and or maintaining systems that support the business and educational process of the district.
- Maintenance contractors & vendors and their employees will act in a professional manner when working on any school site(s) and will avoid any direct contact or interaction with students.
- The maintenance contractor, their employees and subcontractors, shall adhere to the district's tobacco free policies.
- The contractor/vendor will not commence work until an approved purchase order has been obtained per district guidelines. Guidelines include proper quotes and proposals associated with invoice & warranty information and proper district approved purchase orders prior to rendering payment for services.

CONTRACT/VENDOR SERVICE EXPECTATIONS

- Maintenance contractors and vendors are expected to review and understand the scope of work in order to appropriately quote the job.
- It is the responsibility of the contractors and vendors to request any additional information needed to clarify the scope of work.
- Maintenance contractors and vendors shall provide accurate and detailed cost proposals, in a timely manner including details of specific work not included in the proposal.
 - Proposals shall include an estimated timeframe (hours, number of technicians, overtime etc.) for completing work.
 - Cost for materials to include delivery as applicable.
 - Appropriate New Mexico Gross Receipts Tax.
- Maintenance contractors and vendors shall be licensed contractors in the State of New Mexico relevant to the work being performed.

- All contractors and vendors shall include their contractor licensure number on all proposals and provide current proof of liability insurance.
- Maintenance contractors and vendors shall follow all applicable building codes related to the work being performed.
- All contractors and vendors are expected to obtain appropriate building permits to complete work as required by NM State Law.
- Maintenance contractors and vendors shall perform clean up related to contract services in order to complete the work performed.
- Maintenance or repairs shall be accomplished in a manner and time schedule that minimizes discomfort to the building occupants or potential damage to the building or systems.
- The service contractor is responsible for ensuring utilities are restored to equipment shut down for maintenance, service or repair upon completion of services and that equipment is in normal operating condition.
- A final report including invoice & warranty information associated to a district approved purchase order will be provided to facility /district prior to payment for services rendered.

DISTRICT STAFF RESPONSIBILITIES

- The Truth or Consequences Municipal Schools will provide clear, concise “Scope of Work” for any work requested.
- The Truth or Consequences Municipal Schools will provide oversight of work performed including final inspection.
- The Truth or Consequences Municipal Schools will coordinate work as needed with the school site.
- The Truth or Consequences Municipal Schools will provide final approval of work completed.

ACCESS CONTROL AT SCHOOL WORK SITE

- Maintenance contractors and vendors shall sign-in at the appropriate school site. The sign in log will be maintained at the front desk of every Truth or Consequences site.
- All district loaned equipment to include keys, access cards, and badges shall be returned at the end of the Scope of Work.

SAFETY POLICIES

- Maintenance contractors are fully responsible for the safety of all workers performing Scope of Work services for the company and will be fully responsible for following all applicable safety regulations outlined by the Occupational Safety and Health Administration (OSHA) and state building codes to include Lock Out-Tag Out procedures.
- Maintenance contractors and vendors shall utilize appropriate personal protective (PPE) equipment related to work being performed and shall require anyone entering the work zone(s) to also wear appropriate PPE.
- Maintenance contractors and vendors shall provide appropriate signage necessary to warn others of work being performed that may cause injuries to others.
- Maintenance contractors and vendors are responsible for the safety of students and school district employees when working at any school site.
- Maintenance contractors and vendors shall provide any necessary temporary safety

devices to separate the work being performed from the students and school district employees.

FREQUENCY AND METHODS OF COMMUNICATIONS WITH DISTRICT PERSONNEL

- The Truth or Consequences facilities department or designee shall designate a person who will act as the job manager for each contracted maintenance job.
- All communication with the contractor shall take place through the assigned job manager or designee.
- Communication will occur as frequently as necessary and no less than weekly for long term projects and daily on all short term projects and work lasting less than one day.

DOCUMENTATION OF WORK UPON COMPLETION

- Contractor/vendor will be responsible to train district staff on operation and care of equipment as applicable.
- Contractors and vendors will provide operational manuals for installed equipment. • Superintendent, Maintenance Supervisor or Designee will have final signature approval on any work completed by contractor prior to contractor/vendor leaving the site. This includes a visual review of the completed scope of work to ensure equipment is placed back in its proper operation condition.
- Contractors and vendors will provide training on newly installed equipment operation to appropriate maintenance staff as necessary.

WARRANTY

- Contractors / vendors shall provide all warranty information to appropriate staff to include principals and superintendents on all work performed.
- If replacement parts carry a longer warranty, the contractor shall provide a copy of the warranty information to district representatives.

FIMS DOCUMENTATION

- All contract vendor work completed at district sites shall be documented in the FIMS/ School Dude work order system for appropriate tracking to include labor, materials and contract information with appropriate reference to district approvals and purchase orders.

	Facility Master Plan	Policy # 13.0
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PURPOSE

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978). The Facility Master Plan provides the district with a road map on how to address their facility needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a

healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

POLICY

The Truth or Consequences Municipal Schools preventive maintenance plan shall be incorporated into the district's Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. Districts shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award.

PROCEDURE

1. The maintenance supervisor will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly/quarterly basis, the maintenance supervisor will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

Methods of Determining Capital Projects:

The two (2) recommended methods of determining projects are as follows:

1. FIMS method using the 'Capital Projects from Maintenance' Purpose code.
2. FMAR Assessment/PSFA Ranking and NMCI value.

References:

PSFA: Components and Guidance Document

	Facility Safety Assessments	Policy # 14.0
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POLICY

The Truth or Consequences Municipal Schools shall develop a program to conduct environmental safety tours/rounds at all school locations to proactively identify environmental deficiencies, safety hazards, and unsafe practices.

PROCEDURE

1. A monthly environmental safety calendar will be developed of department locations to be surveyed. A schedule will be created to assure that all areas where students are served are surveyed at least one time per year.
2. A data collection form to assist in identifying environmental deficiencies, hazards and unsafe practices will be utilized during environmental safety rounds.
3. Deficiencies will be documented and work orders added to the Facility Information Management Systems (School Dude) for processing, using the defined priorities definitions.
4. Safety work orders will be prioritized to prevent further risks to students, staff or guests.

*Please see PM Direct for Monthly Walk-thru work orders which began generating February 2015.

	Maintaining Equipment Records	Policy # 15.0
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PURPOSE

Equipment records are a vital component in the development of and the continued operation of the district's preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition, it informs them of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building electrical distribution system.

Accurate equipment records are necessary to begin any preventive maintenance program. Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks the district can determine costs on preventive maintenance, equipment parts, the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

POLICY

It is the policy of the Truth or Consequences Municipal Schools that all facility equipment (HVAC, playground equipment, life safety systems, etc.) that is to be maintained by the district's personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.

PROCEDURE

The following is a procedure for updating records and replacement of equipment utilizing the FIMS/SchoolDude data base.

Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it should be documented in the district's FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative Maintenance Direct (PMD) modules of the SchoolDude software. The specifics of the new piece of equipment should be entered and the records of any removed items should be documented as "removed from service".

A basic outline of record keeping policy is as follows:

- The equipment manufacturer's O&M Manuals should be obtained and filed by the district rep. and provided to the FIMS administrator for data entry.
- An equipment number is assigned in FIMS using the following format:
 - Description-Location-integer
 - PSSS-EPES-007 translates to:
 - PSSS = Play Structure Swing Set
 - TCES = Truth or Consequences Elementary School
 - 007 = Unit number 7

If an equipment item is replaced with the same type, the same number can be re-used but the letter "R" which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available, and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer's information about the equipment should be filed.
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment.
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate

equipment:

- Click On Equipment under Information and Analysis,
- Find Equipment record to be deactivated,
- In the Add/Update Page for that equipment record, type a date in the Date Removed box.

- Failed equipment should be disposed of properly in accordance to school policy.

	Quarterly Reporting	Policy # 16.0
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PURPOSE-Training and Development

Monthly reports are an integral part of business communications. Reports from the maintenance and operations department are to be developed at the end of each month and submitted to the Superintendent and Board once fully developed.

POLICY

PROCEDURE

	Energy Management Plan	Policy # 17.0
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POLICY

PSFA generally subscribes to the Department of Energy (DOE) Energy Star Guidelines for K₁₂ School Districts, available at: <http://www.energystar.gov/index.cfm?fuseaction=guidelines>.

PROCEDURE

Follow the steps outlined in DOE K-12 program. Program funding information is available from PSFA at: <http://www.nmpsfa.org/Maintenance/EMP/EnergyPrograms-031512.pdf>. Helpful information regarding <How to save energy document>.

	Grounds Keeping Maintenance Plan	Policy # 19.0
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PURPOSE

The purpose of the Grounds Keeping Preventive Maintenance Program is to develop a comprehensive method for the development and effective implementation of an effective program for the schools to provide a system for extending the service life of facility equipment, systems and components.

POLICY

Each year the district grounds department develops landscape maintenance work plans for the following year. Work plans are developed for the following maintenance specialties:

- Horticultural maintenance
- Turf maintenance
- Forestry maintenance
- Mowing and hardscape maintenance
- Irrigation maintenance

The work plans identify the types of work that need to be completed each week to achieve the standards service level goals for the area(s). They also estimate the number of labor hours that will be needed to complete the work tasks identified. The labor hours are estimated by multiplying the square for linear feet of land use by the number of frequencies by a time standard. The TCMSD grounds department uses time standards developed by the professional grounds management society. Adjustments to the work plan are made each year to reflect changes in the land use priority designation (or service levels), staffing plans and adjustments in water use.

The work plan serves as a guideline to our supervisory and technical staff. Weather and other factors impact the application of the work plan; however, overall they provide an accurate depiction of the landscape maintenance being done at the District.

Attachments: Sample work plans.

Mowing Schedule:

Monday- High School Football field, Baseball field, Softball field, Middle School Football

Tuesday- Middle School lawns, Central Office lawns, Elementary School playground (as recess permits)

Wednesday- finish Elementary playground (as recess permits), weed eat

Thursday- weed eat

Friday- weed eat

Fertilizing Schedule:

March- apply fertilizer with pre-emergent to all fields

May- apply fertilizer (nitrogen rich)

July- apply fertilizer (nitrogen rich)

October- apply straight nitrogen for turf winterizing

Intermittent- apply weed control (following IPM plan for chemical usage on TCMSD property)

Equipment Maintenance Schedule:

December thru February- all equipment shall be serviced during the winter months. Backhoe and riding mowers- all fluids and filters changed, grease fittings, sharpen or change blades, check weathered tires, check entire machine for worn or cracked parts, ensure all safeties and safety shields are in place and functional.

Weed eaters and chain saws- lubricate heads, sharpen or replace chains, inspect equipment for cracks or excessive wear, ensure all safeties and guards are in place and functional.

Watering Schedule:

All TCMSD athletic fields, lawns, and ornamental areas are irrigated using electronic automatic timers. Schedules should be set for these areas to irrigate at night if possible, being mindful of city water restrictions (April thru September). Watering shall never occur during the school day unless cleared by the Maintenance Director, taking into account scheduled games, high traffic areas, and special events.

Good water conservation practices shall be observed by all TCMSD staff. Water leaks, sticking irrigation valves, and broken sprinklers shall be repaired within 24 hours of discovery.



	Integrated Pest Management (IPM)	Policy # 20.0
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POLICY

The Truth or Consequences Municipal School District will develop procedures for the implementation of pest management processes with consideration for reducing the possible impact of pesticide use on human health and environment, including people with special sensitivity to pesticides.

PROCEDURE

Procedures will include, but are not limited to the following: The district may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff's qualifications. These include, but are not limited, pesticide application.

Use of pesticides will be governed by the following standards:

Definitions as used in this section:

Pesticide: any substance used to kill pests, including insecticides, herbicides, fungicides, rodenticides, etc.

Pests: any organism with characteristics that are regarded by humans as injurious or unwanted.

No pesticide may be applied to the TCMSD property and no pest control device (as defined in the New Mexico Pesticide Control Act) may be used on the TCMSD property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.

No pesticide may be applied to the TCMSD property except by those persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.

Pesticide will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or calendar basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor pesticides.

Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans, bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on the TCMSD property when students, staff or visitors are present or may reasonably be expected to be present within six (6) hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of the TCMSD property and which requires the immediate application of a pesticide, all students, staff, and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.

At the beginning of each year, and when new students register, the TCMSD will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. The parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting, dissemination of notices, verbal communications or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.

Written records of pesticide applications will be kept for three (3) years at each school site and will be available upon request to parents, guardians, students, teachers, and staff.