



## FY 2025 Comprehensive Maintenance Plan (CMP) Required Elements Checklist

The following elements are considered requirements of the Comprehensive Maintenance Plan:

### A) Introduction and Supporting Information

Page # in CMP

1. Table of Contents directing the reader to each required element.

2. Guiding Principles: A statement of the principles and/or values that guide the LEA's maintenance of its facilities.

3. Vision: A description of the desired outcome/situation that its facilities-maintenance group is working to achieve.

4. Mission: A statement of the mission of the LEA's facilities-maintenance organization/group/division/department.

5. Interrelationships: A description of how the CMP interrelates with the LEA's Educational Facilities Master Plan (EFMP) and other relevant documents.

6. Long-Term Focus: A description of the long-term (strategic) focus of the LEA with regard to maintenance of its portfolio of facilities.

7. Near-Term Focus: A description of the near-term (next 1-3 FYs) focus of the LEA with regard to maintenance of its portfolio of facilities.

**8. Computerized Maintenance Management System (CMMS):**

a. The name of the software package being used by the LEA to manage its maintenance. Is it software-based?

b. A list of the CMMS modules or components being used (if applicable) and for what primary purposes.

c. Indicates whether or not the CMMS is being used to manage and track the work of contractors (non-LEA staff) engaged by the LEA to perform maintenance work.

d. The percentage of auto-populated PM work orders in the CMMS.

e. The percentage of facilities (active, holding, and administrative) for which all major building systems and components are tagged and entered into the asset inventory within the CMMS.

**9. Facilities-Assessment Process:**

a. A brief description of how the LEA assesses its facilities (e.g., for condition, for educational sufficiency, etc.); how often it assesses them; and whether it uses in-house staff, contractors, or a combination of the two to implement the assessments (or whether the LEA simply relies upon the condition assessments performed by the IAC and/or the IAC's contractors).

b. A description of the current status of the LEA's facility assessments, if any.  
*\*Independent assessments, not Statewide SFA.*

**B) Facility Outcomes**

1. Facility Usability: For each active or holding school, the number of days during which the facility could not support the delivery of the educational programs and services assigned to that facility and that are normally delivered in that facility.

- a. -previous FY goal
- b. -previous FY actual
- c. -current FY goal

2. PM Work Orders:

- a. The total number of PM WOs opened
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- b. The percentage of PM WOs closed within 30 days.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- c. The total number of staff hours spent on PM work.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- d. The total number of contractor hours spent on PM work.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- e. The total dollars spent on PM work completed by staff.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- f. The total dollars spent on PM work completed by contractors.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- g. The percentage of all maintenance work hours spent on PM.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

3. Corrective Maintenance (CM):

- a. The total number of CM WOs opened.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- b. The percentage of CM WOs closed within 30 days.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- c. The percentage of CM WOs marked as Emergency or High Priority WOs.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- d. The total number of staff hours spent on CM work.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- e. The total number of contractor hours spent on CM work.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- f. The total dollars spent on CM work completed by staff.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- g. The total dollars spent on CM work completed by contractors.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- h. The mean time to repair the items for which a CM WO was opened. (Days from request to completion)
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- i. The percentage of CM WOs entered by central-administration or non-building-level staff.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- j. The percentage of CM WOs entered by building-level staff.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

4. Custodial

- a. The percentage of custodians trained on the LEA's Custodial Scope of Work during the last two fiscal years.
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- b. The percentage of custodial duties completed adequately (as assessed through the LEA's selected method of assessment and against the LEA's selected standard).
  - i. -previous FY goal
  - ii. -previous FY actual
  - iii. -current FY goal

- c. The percentage of custodial tasks tracked via CMMS work orders.

**C) Resources and Inputs**

1. Maintenance Staffing and Organization

- a. Organizational chart(s) for the current FY for the LEA's maintenance and operations units

- b. List of positions by type and/or unit, with definitions; number of each type of position; number filled vs. vacant as of June 30, 2024.

2. Portfolio: A list of all LEA maintained buildings and their total GSF.

3. Summary of Current Staffing Against Industry Standards

a. Maintenance Staffing (FTEs for Total GSF)

- i. -FTEs
- ii. -Total GSF
- iii. -previous FY budget
- iv. -previous FY actual
- v. -current FY budget

b. Maintenance Load (GSF per FTE)

- i. -previous FY budget
- ii. -previous FY actual
- iii. -current FY budget

c. Percent of maintenance staff who perform services to school facilities (does not include admins or managers)

- i. -previous FY budget
- ii. -previous FY actual
- iii. -current FY budget

d. Custodial Staffing (FTEs for Total GSF)

- i. -FTEs
- ii. -Total GSF
- iii. -previous FY budget
- iv. -previous FY actual
- v. -current FY budget

e. Custodial Load (GSF per FTE)

- i. -previous FY budget
- ii. -previous FY actual

iii. -current FY budget

4. Budget Narrative: A brief description of the budget situation and context for the FY.

5. List of Categories Under the LEA's Maintenance and Operations Budget.

6. Current Replacement Value of the LEA's portfolio. (GSF x \$481)

7. Fiscal Summary

a. PM - for LEA

- i. -previous FY goal
- ii. -previous FY goal per GSF
- iii. -previous FY actual
- iv. -previous FY actual per GSF
- v. -current FY goal
- vi. -current FY goal per GSF

b. CM - for LEA

- i. -previous FY goal
- ii. -previous FY goal per GSF
- iii. -previous FY actual
- iv. -previous FY actual per GSF
- v. -current FY goal
- vi. -current FY goal per GSF

c. Deferred Maintenance - for LEA

- i. -previous FY goal
- ii. -previous FY goal per GSF
- iii. -previous FY actual
- iv. -previous FY actual per GSF
- v. -current FY goal
- vi. -current FY goal per GSF

d. All Maintenance - for LEA-compare to industry standard

- i. -previous FY goal
- ii. -previous FY goal per GSF
- iii. -previous FY actual
- iv. -previous FY actual per GSF
- v. -current FY goal
- vi. -current FY goal per GSF

e. All Maintenance per GSF - for LEA

- i. -previous FY goal
- ii. -previous FY goal per GSF

- iii. -previous FY actual
- iv. -previous FY actual per GSF
- v. -current FY goal
- vi. -current FY goal per GSF

- f. Operations - for LEA-compare to industry standard
  - i. -previous FY goal
  - ii. -previous FY goal per GSF
  - iii. -previous FY actual
  - iv. -previous FY actual per GSF
  - v. -current FY goal
  - vi. -current FY goal per GSF

- g. Operations per GSF - for LEA
  - i. -previous FY goal
  - ii. -previous FY goal per GSF
  - iii. -previous FY actual
  - iv. -previous FY actual per GSF
  - v. -current FY goal
  - vi. -current FY goal per GSF

- h. M&O Combined - for LEA-compare to industry standard
  - i. -previous FY goal
  - ii. -previous FY goal per GSF
  - iii. -previous FY actual
  - iv. -previous FY actual per GSF
  - v. -current FY goal
  - vi. -current FY goal per GSF

- i. M&O Combined per GSF - for LEA
  - i. -previous FY goal
  - ii. -previous FY goal per GSF
  - iii. -previous FY actual
  - iv. -previous FY actual per GSF
  - v. -current FY goal
  - vi. -current FY goal per GSF

**D) Planned Actions**

- 1. Changes: Description of how the LEA's planned approach to maintenance or maintenance activities are different from the past year, if applicable.

- 2. Improvements: List of planned improvements to maintenance structures/systems and maintenance processes.

3. Major Maintenance and Repair Projects: List of planned major (Capital) maintenance and repair projects by facility for current FY and next FY. Covers all categories listed as major building systems in the IAC's SFA: Structural; Skin; Roofs; Interior Construction; Interior Doors & Hardware; Ceilings; Wall Finishes; Flooring; Conveyances; Plumbing Fixtures; HVAC; Electrical Distribution; Life/Safety Systems; Relocatables; Program Support Equipment; and Site.

4. Professional Development (PD)
  - a. Describe the LEA's accomplishments.

- b. Describe the challenges that the LEA expects to face in the current FY in relation to maintenance.

- c. Briefly describes the key components of the LEA's PD plan for the current FY.

**E) Obstacles and Missing Resources**

1. Obstacles: Describes any missing resources and obstacles to implementing needed maintenance activities.

2. Summaries of Data: Provides summaries of any relevant data sets included with the CMP.

**F) Proof of Board Approval**

1. Written record indicating the Board of Education has approved the CMP as presented.

**G) PM Plan**

1. The Preventive Maintenance (PM) plan for the LEA, including frequencies.



Appendix - The following information is considered optional:

**A) Additional Fiscal Data**

1. PM - regional/cluster/grade-based/school-type.
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

2. CM - regional/cluster/grade-based/school-type.
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

3. Deferred Maintenance - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

4. All Maintenance - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

5. All Maintenance per GSF - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

6. Operations - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

7. Operations per GSF - regional/cluster/grade-based/school-type.
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

8. M&O Combined - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -compare to industry standard
  - b. -previous FY goal
  - c. -previous FY goal per GSF
  - d. -previous FY actual
  - e. -previous FY actual per GSF
  - f. -current FY goal
  - g. -current FY goal per GSF

9. M&O Combined per GSF - regional/cluster/grade-based/school-type (*in appendix*)
  - a. -previous FY goal
  - b. -previous FY goal per GSF
  - c. -previous FY actual
  - d. -previous FY actual per GSF
  - e. -current FY goal
  - f. -current FY goal per GSF

