



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education
& Early Development

FINANCE & SUPPORT SERVICES

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June 3, 2022

Mr. Chris Reitan, Superintendent
Craig City School District
PO Box 800 / 100 School Road
Craig, AK 99921

Re: Preventive Maintenance Program Provisional Certification

Dear Mr. Reitan:

On November 15, 2021, the department conducted a site visit of the Craig City School District for the purpose of assessing its preventive maintenance and facilities management program. The site visit established that the district was not in compliance with all elements of 4 AAC 31.013(a). A site visit final report dated February 7, 2022, noted the specific deficiencies. Since the site visit, the Craig City School District has been in communication with the department and has provided varying type of documentation that addresses the deficiencies noted in the site visit. This documentation was provided as evidence that the district is now in compliance with preventive maintenance and facility management requirements.

After reviewing the submitted documents, the department concurs that the district has adequately addressed the deficiencies and can be provisionally certified. Provisional certification occurs when a district has implemented preventive maintenance and facility management processes that meet the program requirements in 4 AAC 31.013(a) but that have not been in place long enough to demonstrate sustained performance (i.e., 12 months of data).

This provisional certification is issued with the expectation the district will provide the department with additional reporting as identified in the attached checklist. Provisional certification is maintained by the department for an initial period at which point required reports will be reviewed and the provisional status will either be rescinded, for cause, or continued for a full 12 months of reporting. When acceptable reports with 12 month of data have been received by the department, the department will recertify the district as compliant.

Because the district has been provisionally certified, the district is eligible to submit CIP applications in FY24. If you have any questions on this matter, please contact me at your convenience.

Sincerely,

Handwritten signature of Wayne Marquis in cursive.

Wayne Marquis
Building Management Specialist

Enclosures

cc: Tim Mearig, Facilities Manager
Heidi Teshner, Director, Finance and Support Services

Craig City School District***Action Items:***

In order for the district to obtain a qualifying Maintenance Management program, the following reports will need to be submitted to the department for review by:

District	Reports due by:	Period covered:	Send e-mail reminders on:	Item Requirements
Craig City SD	15 SEP 2022	JUN-SEP 2022	1 SEP 2022	E (Oil, Biomass)
	15 DEC 2022	JUN-DEC 2022	1 DEC 2022	Supt. Chris Reitan 907 826-3274
	15 MAR 2023	JUN-MAR 2023	1 MAR 2023	Mtce. Daniel Nelson 360 471-7681
	15 JUN 2023	JUN-MAY 2023	1 JUN 2023	

The periods to be covered in the requested reports shall extend from:

- June 1, 2022 to August 31, 2022
- June 1, 2022 to November 30, 2022
- June 1, 2022 to February 28, 2023
- June 1, 2022 to May 31, 2023

Energy Management

1. Reports: Monthly energy consumption including both oil (e.g. gallons) and biomass (e.g. KBTUs) data collection, for the Craig Elementary School and the Craig Middle School), by month, for the previous 12 months.

STATUTES

Sec. 14.11.011. Grant Applications.

(b)(1) a six-year capital improvement plan that includes a description of the district's fixed asset inventory system...

(b)(4) evidence acceptable to the department that the district

(A) has a preventive maintenance plan that

(i) includes a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance;

(ii) addresses energy management for buildings owned or operated by the district;

(iii) includes a regular custodial care program for buildings owned or operated by the district;

(iv) includes preventive maintenance training for facility managers and maintenance employees;

(v) includes renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned or operated by the district; and

(B) is adequately adhering to the preventive maintenance plan.

Sec. 14.11.100. State Aid for Costs of School Construction Debt.

(j) Except as provided in (l) of this section, the state may not allocate money to a municipality for a school construction project under (a)(5), (6), or (7) of this section unless the municipality complies with the requirements of (1) - (5) of this subsection, the project is approved by the commissioner before the local vote on the bond issue for the project or for bonds authorized after March 31, 1990, but on or before April 30, 1993, the bonds are approved by the commissioner before reimbursement by the state, and the local vote occurs before July 1, 1987, or after June 30, 1988. In approving a project under this subsection, and to the extent required under (a)(8) - (17) of this section, the commissioner shall require

(5) evidence acceptable to the department that the district

(A) has a preventive maintenance plan that...

(i) includes a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance;

(ii) addresses energy management for buildings owned or operated by the district;

(iii) includes a regular custodial care program for buildings owned or operated by the district;

(iv) includes preventive maintenance training for facility managers and maintenance employees; and

(v) includes renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned or operated by the district; and

(B) is adequately following the preventive maintenance plan.

REGULATIONS

4 AAC 31.013. Preventive maintenance and facility management

(a) For a district to be eligible for state aid under AS 14.11.011, the district must have a facility management program that addresses the following five elements of facility and maintenance management:

(1) a formal maintenance management program that records maintenance activities on a work order basis, and tracks the timing and cost, including labor and materials, of maintenance activities in sufficient detail to produce reports of planned and completed work;

(2) an energy management plan that includes

(A) the recording of energy consumption for all utilities on a monthly basis for each building; for facilities constructed before December 15, 2004, a district may record energy consumption for utilities on a monthly basis when multiple buildings are served by one utility plant; and

(B) regular evaluation of the effectiveness of and need for commissioning existing buildings;

(3) a custodial program that includes a schedule of custodial activities for each building based on type of work and scope of effort;

(4) a maintenance training program that specifies training for custodial and maintenance staff and records training received by each person; and

(5) a renewal and replacement schedule that, for each school facility of permanent construction over 1,000 gross square feet, identifies the construction cost of major building systems, including electrical, mechanical, structural and other components; evaluates and establishes the life-expectancy of those systems; compares life-expectancy to the age and condition of the systems; and uses the data to forecast a renewal and replacement year and cost for each system.

(b) Repealed 12/15/2004.

(c) At the request of a chief school administrator, the department will assist a district in implementing a qualifying preventive maintenance program through consultation, on-site reviews, and training.

(d) Repealed 12/15/2004.

(e) On an annual basis, the department shall provide a preliminary notice to each district regarding its compliance with each element required in (a) of this section, based on evidence of a program that was previously provided to the department, or that was gathered by the department during an on-site visit conducted under (f) of this section. On or before June 1, the department will provide

its preliminary notice. The department may change a determination of non-compliance at any time during the year based on new evidence. Districts that are not in full compliance must provide evidence of compliance to the department by August 1. On or before August 15, the department will notify districts of its final determination regarding compliance. The department will deny a grant application submitted under AS 14.11.011 by a district that has received a final determination from the department that the district is out of compliance with this section.

(f) The department shall conduct on-site inspections of school district preventive maintenance and facility management programs at least once every five years. The department may make additional inspections as it deems necessary. The department may change its determination of compliance based on information obtained during the on-site inspections.

(g) In this section

(1) "district" has the meaning given in AS 14.11.135;

(2) "maintenance activities" means all work performed by district staff or contractors on building systems, components, utilities, and site improvements.