



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 22, 2026

TITLE: Approval of School Facilities Division (SFD) FY 2027 Preventative Maintenance Guideline & Plan

BACKGROUND:

Per A.R.S. § 41-5702 (L), districts are required to develop routine preventative maintenance guidelines for facilities and submit the guidelines to the SFD for review and approval.

Attached is a copy of the SFD FY 2027 Preventative Maintenance Guideline & Plan for Governing Board approval.

RECOMMENDATION:

It is the recommendation of the Administration that Governing Board approve the FY 2027 Preventative Maintenance Guideline & Plan and authorize the Governing Board President to sign the document.

INITIATED BY:

Richard C. La Nasa, Executive Manager, Operational Support

Date: September 15, 2026

Todd A. Jaeger, J.D., Superintendent

Preventive Maintenance Guideline & Plan

Based on the following statutory requirements:

A.R.S. 41-5702 (L)

Each school district shall develop routine preventive maintenance guidelines for its facilities. The guidelines shall include plumbing systems, electrical systems, heating, ventilation and air conditioning systems, special equipment and other systems and for roofing systems shall recommend visual inspections performed by district staff for signs of structural stress and weakness. The guidelines shall be submitted to the division for review and approval. If on inspection by the division it is

determined that a school district facility was inadequately maintained pursuant to the school district's routine preventive maintenance guidelines, the school district shall return the building to compliance with the school district's routine preventive maintenance guidelines.

A.R.S. 41-5731 (O) (2). "Routine Preventive Maintenance" means:

Services that are performed on a regular schedule at intervals ranging from four times a year to once every three years, or on the schedule of services recommended by the manufacturer of the specific building system or equipment, and that are intended to extend the useful life of a building system and reduce the need for major repairs.

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* Indicates required question

Email *

TGill@Amphi.com



Components of a Preventive Maintenance Plan

These are components of a Preventive Maintenance Guideline and Plan the district will provide written explanations and descriptions for each in the following survey:

1. Prioritize Tasks
2. Preventive Maintenance Schedule
3. Optimize Work Hours
4. Utilize Technology
5. Staff Education, Training and Empowerment
6. Continuity of Operations
7. Continuous Improvement
8. Celebrate Success!

District Name *

Amphitheater Unified District ▼

Full Name *

Tom Gill

Role at District *

Director of Facilities

Phone Number *

5202376231



1. Prioritize Tasks: *

Describe the district's methodology of prioritizing preventive maintenance tasks (safety, emergency, routine maintenance, reactive, etc.)

The following best practices in preventative maintenance are necessary to help prioritize actions in the effort to safely extend the life of building components while keeping them operating at their peak efficiency. Each craft, department, and or discipline has its own set of tasks for maintaining equipment under their purview.

1.1 Safety training for all employees at Facility Support Services (FSS) which may include but limited to:

1.1.1 Electrical Hazards— e.g. lock out/tag out

1.1.2 Indoor Air Quality—Asbestos awareness and remediation protocols/AHERA reporting

1.1.3 Personal Protective Equipment

1.1.4 Various tool safety practices

1.1.5 Blood borne pathogens

1.1.6 Ladder safety

1.2 Building condition assessments to inventory building components and evaluate maintenance and/or replacement costs as a way to rank short-term/ long-term projects.

This will entail site walk abouts for inspections and the utilization of the CMMS (Asset essentials) to submit relevant workorders for routine or reactive maintenance.

1.3 Utilize comprehensive PM task checklists customized for each department, craft, and associated equipment. These tasks will include the appropriated maintenance frequency to adapt to technician schedules for general inspections and individual building components accordingly. These task lists and will be adapted to PM work orders and will be built into our CMMS system (Asset Essentials).

1.4 Each Department follows a consistent preventative maintenance program while simultaneously fielding reactive maintenance and critical work orders. This is done by designating certain personnel through weekly schedules that are solely responsible for the preventative maintenance workload. This is imperative for limiting the reactive maintenance workload over time.

1.5 Consistently scheduled preventative maintenance tasks, set up District-wide, will help identify equipment bundles and building systems that are end-of-life, which, in turn, helps the District in planning Capital improvement projects. These Capital improvement projects keep buildings: (1) up to date within safety compliance standards; (2) waterproof; (3) energy efficient; (4) structurally sound and; (5) generally aesthetic.



2. Preventive Maintenance Schedule: *

Provide a detailed schedule including monthly, quarterly, semi-annual and annual preventive maintenance tasks.

Strategic preventative maintenance (PM) tasks and schedules are devised from industry best practices, manufacturer recommendations, seasonal needs, and District and State Standards. Each craft and associated equipment are unique in its PM approach, but having set schedules hold true for each. Example schedules include the following:

2.1

AIR HANDLING UNITS

Intake unobstructed	3 Months
Air Flows In	3 Months
No Pollutant Sources Nearby	3 Months
Intake Dampers Operational	3 Months
Outdoor Damper Open (at least 10%)	3 Months
Filters Replaced/Fitted Properly	3 Months
Excess Moisture (e.g., drain pans)	3 Months
Cleanliness	3 Months
Belts	Yearly
Lubrication	Yearly
Cleaning of Heating & Cooling Coils	Yearly
Cleaning of Drainage Areas	Yearly
Calibration of Sensors & Controls	2 Years
Cleaning of Ductwork	As Needed
Airflow Balancing	As Needed

3. Optimize Work Hours: *

Describe the district's methodology for optimizing employee work hours to accomplish preventive maintenance tasks

Primarily, normal work hours at FSS are from 7:00am to 3:30pm. Schedule times can fluctuate per department and dictated by tasks and season of the year. Employees tasked with regular PM duties start at 5:00am to take advantage of empty buildings in the early morning, so access to certain equipment unimpeded. Weekend/night hours can also be utilized if it makes sense to work on a project that may require unfettered access to equipment or a utility shut down.



4. Utilize Technology:

*

Describe the district's planned use of technology and other tools to implement preventive maintenance

For PM purposes, technology allows users to centrally access information and documents (sometimes in real time) to measure, track, trend, record, and have central repository for maps, blueprints, building and equipment specifications.

4.1 Utilizing our CMMS (Asset Essentials) aids in optimizing the PM program by tailoring work orders for each department and associated equipment. By building daily, monthly, quarterly, semi-annual, and annual technician schedules, assets can be tracked related to those schedules. PM work orders will be automatically generated per a predetermined frequency schedule and immediately assigned to the appropriate technician.

4.2 The SharePoint web-based platform allows employees to electronically store and manage files in organized content areas so information can be centrally, shared, and modified. This allows PM teams to collaborate on content and store helpful information like maps, equipment warranty information, blueprints, construction project closeouts, and other useful information.

5. Staff Education, Training and Empowerment:

*

Describe the district's planned training to enhance employee skills to extend the useful life of building systems and development of building renewal planning and implementation

For PM purposes, technology allows users to centrally access information and documents (sometimes in real time) to measure, track, trend, record, and have central repository for maps, blueprints, building and equipment specifications.

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5.2 The SharePoint web-based platform allows employees to electronically store and manage files in organized content areas so information can be centrally, shared, and modified. This allows PM teams to collaborate on content and store helpful information like maps, equipment warranty information, blueprints, construction project closeouts, and other useful information.



6. Continuity of Operations:

*

Describe the district's plan for succession of preventive maintenance program and recordkeeping for future Facilities employees and upload a Records Retention Schedule for as-builts, PM records, certifications, inspections and reports, etc.

Amphitheater Facility Support Systems has three major divisions: (1) Maintenance; (2) Building Systems and; (3) Grounds. These divisions are overseen by two managers and one director. Employees from each division can be cross-trained to other departments. In general, a succession starts with the employee-- technician II, to a technician III, to a department lead, to a project manager, to an FSS manager, to FSS director. Also, there are other key employees in the office that take on the following tasks in PM program:

- 6.1 Physical blueprint room organization—all hard blueprints, as-builts, are also being copied and uploaded to our SharePoint center online.
- 6.2 PM templates with task lists and schedules are uploaded to our CMMS system and categorized appropriately. They will be scheduled to auto generate and assign to PM technician on the prescribed interval.
- 6.3 Trend data in CMMS, make facility condition assessment for planned replacement and counteract failures from data gathered from PM workorders.
- 6.4 Managing contractors and the associated procurement so that they can perform other PM duties and time sensitive compliance items.

7. Continuous Improvement:

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Describe how the district plans to implement continuous improvement of its preventive maintenance program (including improvement to any part of this plan)

Using key performance indicators we can measure how our PM program lessened our reactive/breakdown maintenance over time. From this, we can reference our FCI and prioritize capital improvements while being prudent with our limited funding sources. We can also reassess after each year and analyze what areas of the PM program are really working and what parts need some adjustments. Here are some key points we are taking into consideration while we evolve our continuous improvement plan:

- 7.1 Ensuring FSS as a whole has a unified mission
- 7.2 Using data culled from manual "feet-on-the-ground" inspections, CMMS work order history and KPI's, and consistent implementation of our PM program, we evolve improvements to accurately limit breakdowns, prioritize, and a plan to meet future needs.
- 7.3 Empower employees to be responsible and accountable and promote consistency, learning, and training through the PM process.



8. Celebrate Success:

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Identify preventive maintenance success (fewer reactive maintenance work orders and/or major building systems that have exceeded useful life)

- * Cost avoidance
- * Set PM Goals for next fiscal year

Over the last five years we improved facilities in many areas and continuously evolve our PM program to meet the challenges in the future. By identifying building deficiencies through our PM and FCI process we have seen a drop in reactive and breakdown maintenance workorders:

- 8.1 Roofing work orders down by 30 percent
- 8.2 HVAC work orders down by 20 percent
- 8.3 General Maintenance down by 15 percent



REQUIRED: Name (First and Last), Signatures and Dates

Upon Submission, the district will be required to upload the following documents to submit your Preventive Maintenance Guideline and Plan:

1. SIGNED Preventive Maintenance Guideline and Plan PDF document from email, along with the Governing Board Resolution for the Preventive Maintenance Guideline and Plan
2. Building Renewal Grant 3-5 year plan

Governing Board President Name: Vicki Cox Golder

Governing Board President Signature: _____

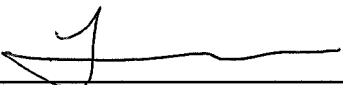
Date: _____

Superintendent Name: Todd A. Jaeger, J.D.

Superintendent Signature: _____

Date: _____

Facilities Director Name: Tom Gill

Facilities Director Signature: 

Date: 9/3/2026

A copy of your responses will be emailed to the address that you provided.

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