
Thanks for filling out this form: **Preventive Maintenance Guideline & Plan**

From Forms Response Receipts <forms-receipts-noreply@google.com>

Date Tue 10/6/2026 11:39 AM

To Lynn Leonard <lleonard@muhs.com>

Thanks for filling out this form: [Preventive Maintenance Guideline & Plan](#)

Here's what was received.

[Edit response](#)

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.

Your email (lleonard@muhs.com) was recorded when you submitted this form.

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 *

Mingus Union High School District ▼

Full Name *

Lynn Leonard

Role at District *

Finance Director

Phone Number *

9286412941

1. Prioritize Tasks:

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

*

Components	Stage 4 (4)	Stage 3 (3)	Stage 2 (2)	Stage 1 (1)
1. Prioritize Tasks: Describe the district's methodology of prioritizing preventive maintenance tasks (safety, emergency, routine maintenance, reactive, etc.)	1. A Proactive & Routine approach to PM 2. Addresses each PM Category	1. A Reactionary and routine approach to PM identified 2. Addresses each PM Category	1. A reactionary approach to PM 2. Deferred PM 3. Staffing concerns	1. A reactionary approach to PM 2. Consistent Deferred PM 3. Not enough Staff 4. No Maintenance Budget 5. No clearly identified approach

Mingus Union High School District prioritizes preventive maintenance tasks using a risk-based approach that considers student and employee safety, life-safety requirements, potential damage to facilities, operational impact, regulatory requirements, equipment condition, and the potential cost of delaying maintenance. Preventive maintenance activities are scheduled in FMX according to their required frequency and are assigned appropriate priority levels. The District generally utilizes the following priority methodology: Priority 1 – Safety/Emergency: Conditions that present an immediate threat to the health or safety of students, employees or visitors, or that could result in significant damage to District property. These items receive immediate attention and may require interruption of normal operations. Priority 2 – Critical/High Priority: Conditions that could significantly affect a building system, disrupt school operations, cause additional damage, or result in an expensive repair if not addressed promptly. These items are scheduled as soon as practical. Priority 3 – Routine Preventive Maintenance: Scheduled inspections, servicing, cleaning, adjustments and other preventive activities intended to maintain building systems and extend their useful life. These activities are completed according to the established FMX schedule. Priority 4 – Corrective/Deferred Maintenance: Non-critical deficiencies that do not present an immediate safety concern and can be scheduled based upon available staff, materials, contractor availability and budget resources. The District's goal is to address potential problems before they become emergency or major corrective maintenance issues. When a preventive maintenance inspection identifies a deficiency, the deficiency is documented in FMX and a corrective work order is created when appropriate.

2. Preventive Maintenance Schedule:

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

★

Components	Stage 4 (4)	Stage 3 (3)	Stage 2 (2)	Stage 1 (1)
2. Preventive Maintenance Schedule: Provide a detailed schedule including monthly, quarterly, semi-annual and annual preventive maintenance tasks.	1. A defined set schedule for all PM Categories with tasks identified (M/Q/SA/A)	1. A defined set schedule for all PM Categories (M/Q/SA/A) 2. Lack of specific tasks identified	1. No set schedule for PM 2. Deferred PM 3. Only Annual or Semi-Annual mentioned	1. No set schedule for PM 2. Consistent Deferred PM 3. Reactionary schedule based on building system failure

Mingus Union High School District maintains a recurring preventive maintenance schedule in FMX. The schedule is based on SFD requirements, manufacturer recommendations, equipment condition, industry practices and the operational needs of the District. The following represents the District's general annual PM schedule. Specific tasks and frequencies are maintained in FMX and may be adjusted based upon the type, age and condition of individual equipment. Monthly activities may include: • HVAC visual inspections and operational checks. • Filter inspection/replacement as appropriate. • Inspection of mechanical rooms. • Inspection of restrooms and plumbing fixtures. • Inspection of interior and exterior lighting. • Inspection of high-use areas for safety or facility deficiencies. • Inspection of grounds, sidewalks and other

walking surfaces. • Inspection of doors, locks and hardware. • Review of reported maintenance deficiencies. • Inspection of building systems for unusual noise, vibration, leaks or other indications of developing problems. • Review and completion of recurring FMX work orders. Quarterly activities may include: • Detailed HVAC inspections and servicing. • Inspection of roof areas, drains, scuppers and flashing. • Inspection of electrical panels and visible electrical components. • Inspection of plumbing systems and fixtures. • Inspection of exterior building surfaces. • Inspection of interior walls, ceilings and flooring. • Inspection of emergency lighting and applicable life-safety equipment. • Inspection of mechanical equipment. • Inspection of site drainage and paved surfaces. • Review of recurring equipment deficiencies. • Review of outstanding corrective maintenance work orders. Semi-Annual activities may include: • Comprehensive HVAC preventive maintenance. • Seasonal HVAC changeover and system preparation. • Roof inspection and maintenance. • Cleaning and inspection of applicable HVAC components. • Inspection of mechanical equipment. • Inspection of plumbing systems and water heaters. • Inspection of exterior building systems. • Inspection of specialized equipment. • Review of equipment performance and condition. • Identification of equipment approaching the end of its useful life. Annual activities may include: • Comprehensive building and facility inspection. • Annual HVAC servicing. • Annual roof inspection. • Annual electrical system review. • Annual plumbing system review. • Fire alarm inspection/testing. • Fire sprinkler inspection/testing, as applicable. • Fire extinguisher inspection/service. • Emergency lighting inspection/testing. • Elevator inspection/service, as applicable. • Bleacher inspection, as applicable. • Kitchen and food-service equipment inspection/service. • Other specialized equipment inspections. • Review of building renewal and capital needs. • Review of the District's PM inventory and FMX recurring schedules. • Annual evaluation of PM completion and effectiveness. The District will also perform maintenance at frequencies specified by manufacturers, regulatory requirements or qualified contractors when those frequencies differ from the general schedule above.

3. Optimize Work Hours:

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

★

3. Optimize Work Hours: Describe the district's methodology for optimizing employee work hours to accomplish preventive maintenance tasks	1. A defined set schedule for PM (M/Q/SA/A) 2. Site-specific PM tasks are integrated into daily routes with Work Orders (WO) to minimize travel and maximize "work/wrench time." 3. "See something, Say something" culture exists	1. A set schedule for PM is identified (M/Q/SA/A), but identified as disrupted by poor routing schedule or when reactive tasks always take priority, leading to deferred PM	1. Managed day-to-day 2. Staff are assigned to PMs only when "time permits" between emergency repairs.	1. Managed as Work orders come in 2. Staff identified as purely reactive.
---	---	---	---	--

Mingus Union High School District optimizes employee work hours by coordinating preventive maintenance activities with the District's school calendar, building occupancy, employee schedules and seasonal facility needs. Because the District is a single-school district, preventive maintenance activities can be coordinated across the entire campus rather than managed across multiple school sites. The District utilizes FMX to: • Schedule recurring preventive maintenance activities. • Assign work to appropriate employees. • Schedule maintenance during periods when facilities are less occupied. • Coordinate preventive maintenance with planned school closures and breaks. • Coordinate work requiring contractors

with District personnel. • Reduce unnecessary travel or duplication of effort. • Track outstanding work and employee workload. • Identify recurring maintenance needs. Where practical, maintenance activities are scheduled during school breaks, summer periods, evenings, weekends or other periods of reduced building occupancy, particularly when the work may interfere with instruction or normal school operations. The District also combines related maintenance activities when practical. For example, multiple HVAC inspections or building-system inspections may be scheduled together to maximize employee time and reduce disruption to school operations. Emergency and safety-related maintenance takes priority over routine activities when circumstances require a change in the planned schedule.

4. Utilize Technology:

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

*

4. Utilize Technology: Describe the district's planned use of technology and other tools to implement preventive maintenance CMMS (Computerized Maintenance Management System)	1. Use of a CMMS for automated work orders, asset tracking, and mobile updates. 2. If rural/small district - use of SFD Tasks sheets with good documentation practices and records retention is evident 3. Use of Excel or Google sheets (Microsoft 365 or Google Form use)	1. Use of a CMMS for basic work order entry 2. If rural/small district - use of SFD Tasks sheets with no evidence of documentation practices and records retention	1. Use of SFD Tasks sheets without good documentation practices or records retention	1. No documentation practices to record PM history or WO's
--	---	---	--	--

Mingus Union High School District utilizes FMX facilities management software as the primary technology platform for implementing and documenting its preventive maintenance program. FMX is used to: • Maintain the District's preventive maintenance work orders. • Schedule recurring PM activities. • Assign tasks to employees. • Establish task frequencies. • Document completion dates. • Record work performed. • Document deficiencies. • Generate corrective work orders. • Track maintenance history. • Monitor outstanding work. • Document equipment and building-system information. • Assist with annual PM reporting. • Identify recurring maintenance issues and trends. The District will continue to evaluate available FMX functionality and other appropriate technology to improve scheduling, documentation, communication and accountability. Additional tools may include manufacturer maintenance manuals, equipment specifications, inspection forms, digital photographs, contractor reports, testing equipment and other tools appropriate to the particular building system. Technology will be used to supplement—not replace—employee observation and professional judgment. Employees are expected to report conditions that may not be identified through scheduled PM tasks.

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

*

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	1. Annual training plan includes technical certifications, system-specific vendor training, and renewal planning.	1. Regular training is provided on safety and basic equipment, but lacks specialized "useful life" extension focus.	1. Training is informal, "on-the-job" only, with no professional development budget or plan.	1. No evidence of staff training or skill development initiatives.
---	---	---	--	--

Mingus Union High School District recognizes that properly trained employees are essential to extending the useful life of District facilities and equipment. The District will provide or encourage training appropriate to employees' responsibilities, including: • Preventive maintenance procedures. • Equipment manufacturer's recommendations. • HVAC operation and maintenance. • Plumbing maintenance. • Electrical safety. • Building and grounds maintenance. • Safe operation of specialized equipment. • Identification and reporting of building deficiencies. • Energy conservation and efficient operation of building systems. When specialized systems require knowledge or certification beyond the District's staff capabilities, the District will utilize qualified contractors and use contractor interaction as an opportunity for staff to gain additional knowledge when practical. Employees are encouraged to identify developing facility problems and communicate those concerns to their supervisors rather than waiting for equipment failure.

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.

*

Components	Stage 4 (4)	Stage 3 (3)	Stage 2 (2)	Stage 1 (1)
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.	1. Robust succession plan; digital library of as-builts and PM logs; clear, uploaded records retention schedule. 2. Training where Supervisor/Manager trains 1 person above them and 2 people below them	1. Records are maintained and accessible, but succession planning for key personnel is informal. 2. Binders, online materials, but no formal preparation exists for future management	1. Physical records exist but are disorganized, no digital back up 2. No formal preparation exists for future management	1. No written plan exists 2. Records are missing, incomplete, or rely entirely on the memory of long-term staff

Mingus Union High School District will maintain its preventive maintenance program so that it can continue effectively when facilities personnel or other responsible employees change. FMX serves as the District's central repository for preventive maintenance scheduling and maintenance history. Preventive maintenance tasks, equipment information, recurring schedules, work orders and completed maintenance activities will be maintained in FMX rather than relying solely on individual employee knowledge. To support continuity, the District will: • Maintain current FMX equipment and facility information. • Maintain recurring PM schedules in FMX. • Document maintenance procedures and significant equipment information. • Maintain manufacturer manuals and applicable warranties. • Maintain inspection and certification records. • Cross-train employees when practical. • Review PM responsibilities with new employees. • Maintain access to building plans, as-builts and other important facility documentation. • Conduct an annual review of PM records and schedules.

7. Continuous Improvement:

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

*

7. Continuous Improvement: Describe how the district plans to implement continuous improvement of its preventive maintenance program (including improvement to any part of this plan) SFD Website for Preventive Maintenance	1. Formal annual review of PM data to adjust task frequency, resource allocation, and plan improvement. 2. Initiate quarterly Walk -abouts 3. PM Questionnaire - Self evaluation	1. Periodic reviews occur, resulting in minor adjustments to the plan based on feedback.	1. Improvement is reactive; changes only happen after a major system failure or audit.	1. No mechanism for evaluating or improving the maintenance program.
---	--	--	--	--

Mingus Union High School District will review and improve its preventive maintenance program annually. The District will use information from FMX, Veregy, Tyler Technologies, and employee observations to evaluate: • Completion rates for scheduled PM activities. • Missed or delayed PM tasks. • Recurring equipment failures. • Repeated corrective maintenance. • Emergency maintenance events. • Contractor recommendations. • Equipment age and condition. • Building-system performance. • Staff workload. • Effectiveness of current PM frequencies. • New equipment or building systems. • Opportunities to extend equipment useful life. • Building renewal and capital needs. At least annually, the District will review the PM plan and FMX schedules and make adjustments where appropriate. The goal of continuous improvement is to move the District's facilities program from reactive maintenance toward a proactive, documented and data-informed preventive maintenance program, while recognizing the staffing and resource limitations of a small, single-school district.

8. Celebrate Success:

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

*

8. Celebrate Success: 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	1. Clear metrics showing reduced reactive costs and extended building system life 2. Specific and measurable goals set for next year	1. Success is documented through basic work order counts 2. Goals for next year are general	1. Anecdotal evidence of success (e.g., "things seem better"); vague or missing goals for next year.	1. No tracking of cost avoidance or system longevity 2. No future goals established
--	--	---	--	---

HVAC project to replace 95 units was a success. Erected a new grounds building. Increased storage and access to storage.

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

Click "Submit" below and then check your email.

SAVE the email received from Google.

Print the Preventive Maintenance Guideline & Plan from the email response you receive from Google and obtain the required signatures at the Governing Board meeting this Preventive Maintenance Guideline & Plan will be itemized for review and approval.

If changes to your original answers are needed, click the "Edit Response" link in the email that was SAVED and revise your answers BEFORE obtaining required signatures on the revised form.

Upon Portal submission of the Preventive Maintenance Guideline & Plan, 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***
- 2. The Governing Board Resolution for the Preventive Maintenance Guideline and Plan that was approved and adopted by the districts Governing Board***
- 3. The Districts Building Renewal Grant 3-5 year plan***

Governing Board President Name: _____

Governing Board President Signature: _____

Date: _____

Superintendent Name: _____

Superintendent Signature: _____

Date: _____

Facilities Director Name: _____

Facilities Director Signature: _____

Date: _____

Create your own Google Form

Does this form look suspicious? Report