



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Education
& Early Development
SCHOOL FINANCE & FACILITIES

801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.6928
Fax: 907.463.5279
Email: wayne.marquis@alaska.gov

May 22, 2017

Lauren Burch, Superintendent
Southeast Island School District
P.O. Box 19569
Thorne Bay, AK 99919

Re: Preventive Maintenance Program Provisional Certification

Dear Mr. Burch:

On November 17-18, 2016, the department conducted a site visit of the Southeast Island 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 December 23, 2016, noted the specific deficiencies.

Since the site visit, the Southeast Island School District has been in communication with the department and has provided 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initial period of six months at which point required reports will be reviewed and the provisional status will either be rescinded, for cause, or continued for a full 12 months of reporting.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 FY19. If you have any questions on this matter, please contact me at your convenience.

Sincerely,

Handwritten signature of Wayne Marquis in blue ink.

Wayne Marquis
Building Management Specialist

Enclosures

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



Southeast Island School District
Action Items:

In order for the district to obtain a qualifying Energy Management and Maintenance Training program, the following reports need to be submitted to the department for review by October 31, 2017, and April 30, 2018.

The periods to be covered in the requested reports shall extend from April 1, 2017, to September 30, 2017; and then again from October 1, 2017, to March 30, 2018.

Energy Management

1. Reports: Consumption data for each building, each utility [e.g., fuel oil, electricity, natural gas, LPG, water, etc.]—by month for the previous 6 months.

Maintenance Training

1. Provide a schedule of planned training for both custodial and maintenance personnel—for the current or upcoming school year.
2. Provide a record of training describing type and duration of training—by individual for current school year.

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