



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Education
& Early Development**

FINANCE & SUPPORT SERVICES

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May 11, 2022

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

Re: Preventive Maintenance Program Non-Compliance

Dear Mr. Reitan:

Under 4 AAC 31.013(e), prior to June 1 the department must provide preliminary notice to districts regarding their compliance status related to maintenance and facility management. A district that is not in full compliance may provide evidence of compliance to the department not later than August 1. On or before August 15, the department notifies districts of its final determination regarding compliance.

On November 15, 2021, pursuant to 4 AAC 31.013(f), an inspection of the district's preventive maintenance and facility management program was conducted. The results of this inspection indicate the district's preventive maintenance and facility management program did not meet the minimum requirements of a compliant program as set out in 4 ACC 31.013(a).

Therefore, as prescribed in 4 ACC 31.013(e), the district is not eligible to submit a Capital Improvement Project (CIP) request until the deficiencies have been corrected. The department's Building Management Specialist, Mr. Wayne Marquis, has provided a written list, with this letter, that provides more detail of what the district will need to accomplish to establish that their program is compliant.

A CIP application for your district can only be accepted if the department's review of your documents indicates they are sufficient to demonstrate compliance. If there are any questions, please contact Mr. Marquis at 465-6928.

Sincerely,

A handwritten signature in blue ink that reads "Tim Mearig".

Tim Mearig, Manager
Facilities

Enclosures

cc: Wayne Marquis, Building Management Specialist
Heidi Teshner, Director, Finance Support Services

Craig City School District

Action Items:

For the district to obtain a qualifying Maintenance Management program, the following will need to be submitted to the department for review on or before August 1, 2022.

Energy Management

1. Reports: Monthly energy consumption including heating biomass heat, for both the elementary and the middle school, by month for the period ranging August 1, 2021 – June 30, 2022.

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 recording energy consumption for all utilities on a monthly basis for each building; for facilities constructed before 12/15/2004, a district may record energy consumption for utilities on a monthly basis when multiple buildings are served by one utility plant;

(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.

***Chatham School District
Action Items:***

In order to regain Preventive Maintenance (PM) program certification, the following actions are needed;

Energy Management:

1) An energy management plan that includes recording energy consumption for all utilities on a monthly basis for each building; for facilities constructed before 12/15/2004, a district may record energy consumption for utilities on a monthly basis when multiple buildings are served by one utility plant;

Once the district provides a plan that meets the above energy management requirements, the department will reevaluate its assessment of the district's PM Program compliance. If possible, provisional certification will be given and a plan established to demonstrate adherence to the plan by producing 12 months of reporting data.