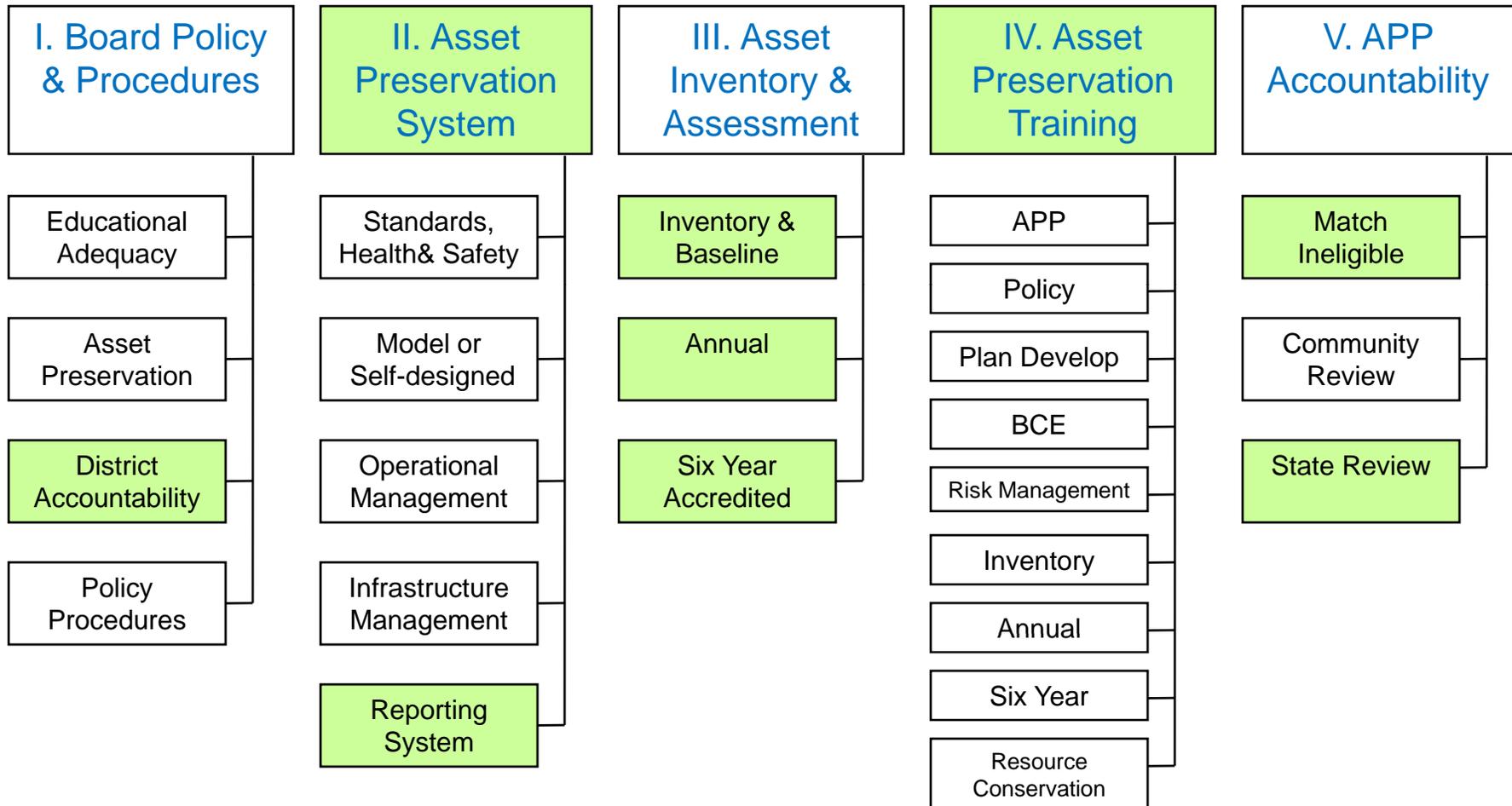


Asset Preservation Program (APP)



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Maintenance Rule

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- **Requires implementation of:**

1. District policy committing to M&O
2. Building asset preservation plans (Maintenance Plan)
3. Annual building and system assessments
4. Annual tracking of M&O expenditures.
5. Annual report to the board.
6. Six year certified report to board & OSPI.

- Stipulates a reduction in state assistance for the failure of the district to meet benchmark building standards.

- If necessary, at year 18, requires Facility Improvement Plan to take corrective action.

- Total loss of state assistance for failure to implement an Asset Preservation Program.

Sample Building Condition Report

SITE DATA					
District:	School:	Building:	Building #	Enrollment:	Inspection Date:
County:	Grade level:	Sq. Ft.	Year Built:	Other:	Report Date:

BUILDING CONDITION DATA																																			
Structural						Electrical					Mechanical					HVAC					Roof					Health & Safety									
Foundation	Beams & Columns	Exteriors	Windows & Doors	Other	Category Total	Main Service	Distribution Panels	Load Calculations	Lighting	Fixtures	Category Total	Fixed Equipment	Elevators & Lifts	Kitchen Equipment	Vocational Equipment	Play Structures	Category Total	Heating & Cooling Units	Air Handlers	Controls	Filters	Lubrication	Category Total	Surface	Penetrations	Gutters	Downspouts	Ventilation	Category Total	ADA	Air Quality	Water Quality	Sprinkler System	Alarm Systems	Category Total
40 Possible Points						50 Possible Points					40 Possible Points					60 Possible Points					60 Possible Points					50 Possible Points									

SYSTEM ACTIONS REQUIRED					
Description:	Description:	Description:	Description:	Description:	Description:
Estimated Repair Date:	Estimated Repair Date:	Estimated Repair Date:	Estimated Repair Date:	Estimated Repair Date:	Estimated Repair Date:
Estimated Cost:	Estimated Cost:	Estimated Cost:	Estimated Cost:	Estimated Cost:	Estimated Cost:
Total Score:	Adjusted Score (Total Score / 3) =		Inspected By:		

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Sample APP Annual & Six Year Report

As a requirement of the Asset Preservation Program, applicable school district facility or maintenance departments must report annually on the condition of qualifying buildings. This is designed to be a self assessment.

Additionally, every six years, a report from a certified evaluator must be presented to the school board and to OSPI. The minimum data required in these reports are listed below:

1. The building condition score.
2. Changes to the building inventory.
3. Major maintenance projects conducted in the building.
4. Annual maintenance, custodial and capital expenditures for the building and what percentage the expenditures were of the annual district budget.
5. Potential issues that need to be addressed and estimate of cost and timelines.
6. System preventative and predictive actions performed during the year.
7. Health & Safety issues that were addressed or are needed.
8. Risk management issues that were addressed or are needed.
9. Resource conservation measures instituted and the savings experienced.
10. Other issues that may need to be addressed.

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Sample Building Condition Standard (BCS)

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Building Condition Scoring Standard		Building Condition Scoring Standard		Building Condition Scoring Standard	
Year	Scoring Standard Range	Year	Scoring Standard Range	Year	Scoring Standard Range
1	99 to 100	11	83 to 84	21	61 to 62
2	98 to 99	12	80 to 83	22	59 to 60
3	97 to 98	13	78 to 79	23	57 to 58
4	96 to 97	14	76 to 77	24	54 to 57
5	95 to 96	15	74 to 75	25	52 to 53
6	92 to 95	16	72 to 73	26	50 to 51
7	91 to 92	17	70 to 71	27	48 to 49
8	89 to 90	18	67 to 70	28	46 to 47
9	87 to 88	19	65 to 66	29	44 to 45
10	85 to 86	20	63 to 64	30	40 to 44

Improvement Plan triggering dates for board accepted buildings after January, 1999.

Failure to meet BCS at year 12 initiates a warning that the district is in danger of having to implement a Facility Improvement Plan (FIP).

Failure to meet BCS at year 18 initiates having to implement a Facility Improvement Plan.

Sample Facility Improvement Plan (FIP)

Buildings that have received a warning in the twelfth year of their APP, that they have fallen below the Building Condition Standard (BCS), shall have until the next certified reporting period (year 18) to bring their building up to standard.

If, in the eighteenth year they have not made the necessary improvements to meet the Building Condition Standard, they must implement a Facility Improvement Plan (FIP) for the building in question.

The FIP shall consist of the following components:

- A detailed description of the deficiencies that led to the failure to meet standard.
- A detailed description of how those deficiencies will be corrected.
- A detailed financial plan on how the improvement shall be funded.
- An annual report detailing the adequate yearly progress made towards reaching the BCS and an accounting of the maintenance expenditures in support of the FIP.

Buildings that fail to meet the standard at the 30th year shall have their state assistance reduced by 2% per BCS point below standard, to a maximum of 20%.

Buildings that would have a reduction of more than 20% shall be ineligible for state assistance.

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IV. Asset Preservation Training

Asset Preservation Program

An overview of what the program entails and what steps are needed to comply.

Board Policy Writing

An explanation of what areas need to be covered and why.

APS Development

A detailed workshop that looks at the requirements of the Rule and how to build a system that meets those requirements.

Building Condition Evaluation

A workshop on how to conduct a building evaluation. What to look for and how to score it.

System Implementation

Once you have developed an APS, this workshop will help you to implement it in your district.

Inventory

A detailed workshop that instructs about what things need to be inventoried, how often and how to conduct an inventory and report it.

Annual Self Assessment

Instructions on how to conduct a self assessment of your facilities and how to write a board report.

Six Year Assessment

An explanation of the certification program, what is entailed in a six year assessment, who to report to, and how to get reimbursed.

Reporting

A workshop outlining what reports need to be written, how often they must be done, how to do them and who to report to.

Risk Management

Instructions on how to conduct a risk assessment of your facilities and how to write a board report.

Health & Safety

Training on how to conduct a self-inspection of your facilities and how to report on the results.

Resource Conservation

A workshop outlining how to implement a resource conservation program and in what areas you can expect to realize savings.

IV. Asset Preservation Training

<p><u>Asset Preservation Program</u></p> <p>An overview of what the program entails and what steps are needed to comply.</p>	<p><u>Board Policy Writing</u></p> <p>An explanation of what areas need to be covered and why.</p>	<p><u>APS Development</u></p> <p>A detailed workshop that looks at the requirements of the Rule and how to build a system that meets those requirements.</p>
<p><u>Building Condition Evaluation</u></p> <p>A workshop on how to conduct a building evaluation. What to look for and how to score it.</p>	<p><u>System Implementation</u></p> <p>Once you have developed an APS, this workshop will help you to implement it in your district.</p>	<p><u>Inventory</u></p> <p>A detailed workshop that instructs about what things need to be inventoried, how often and how to conduct an inventory and report it.</p>
<p><u>Annual Self Assessment</u></p> <p>Instructions on how to conduct a self assessment of your facilities and how to write a board report.</p>	<p><u>Six Year Assessment</u></p> <p>An explanation of the certification program, what is entailed in a six year assessment, who to report to, and how to get reimbursed.</p>	<p><u>Reporting</u></p> <p>A workshop outlining what reports need to be written, how often they must be done, how to do them and who to report to.</p>

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