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Statewide State of Condition of Academic Facilities

*For the Governor, the House Committee on
Education, the Senate Committee on Education,
and the Academic Facilities Oversight
Committee*

October 1, 2016

2016 Report on condition of academic facilities statewide

Preamble "...to ensure that adequate facilities and substantially equal facilities are, and will continue to be provided for Arkansas' school children." ————— *Act 1181 of 2003*

The Arkansas Division of Public School Academic Facilities and Transportation (*Division*) submits this annual report pursuant to Arkansas Code Annotated (A.C.A.) § 6-21-112. This report conveys the actions of the Arkansas public school districts to construct new public school facilities, renovate and convert existing public school facilities, and correct significant deficiencies to state school facilities toward the goal of providing equitable and adequate surroundings to support the state's educational program.

Academic Facilities Partnership Program

This is the long-term state program for assisting school districts with new construction needs to meet the facility requirements as determined necessary for an adequate education. State financial participation is made available in the form of payments to school districts for eligible new construction projects. A new construction project includes any improvement to an academic facility and, if necessary, related areas such as the physical plant and grounds that bring the state of condition or efficiency of the academic facility to a state of condition or efficiency better than the facility's existing condition of completeness or efficiency. New construction also includes additions to existing academic facilities and new academic facilities. The program does not assist school districts with maintenance and repairs.

Project applications are submitted every two years, and program amounts are designated by the appropriate biennium. To date, the programs are designated as Partnership 2006-2007, Partnership 2007-2009, Partnership 2009-2011, Partnership 2011-2013, Partnership 2013-2015, and Partnership 2015-2017.

The Partnership Program to date consists of 2,039 approved projects with estimated total project costs of about \$2,861,641,129.

Inspections

The ideal test for the state of condition of facilities is through an assessment of school facilities and the inspection process. It is not financially feasible to conduct a yearly statewide assessment as was conducted in 2004. However, the Division staff conducts random inspections and assessments of school district facilities to assist districts in providing warm, safe, and dry facilities. At the present time, most school districts are using the Computerized Maintenance Management System (CMMS) provided by the state. Degrees of expertise on the district level in using the CMMS vary, but the districts skills are progressing which helps improve the condition of their facilities through better maintenance. The Division offers training at the Education Service Cooperatives and to individual districts, upon request, on the state computerized maintenance management system. CMMS training is also available with the vendor by telephone or teleconference.

Division Inspections of School Facilities

The Division inspected 1,815 facilities including 15 follow-up inspections in Fiscal Year 2015-2016. The inspections conducted by Division staff consisted of custodial and maintenance, life-cycle information collection, 38 on-going construction inspections, and 8 special investigations. The maintenance inspections focus on obvious needs for maintenance and life-safety needs. Where a life-safety code violation looks apparent, the Division contacts the code authority having jurisdiction for a code determination. School districts have been very responsive in making the repairs and corrections noted in the inspection documents.

State Mandated Inspections

The State Mandated Inspections, as defined in ACA § 6-21-813, are those inspections required by various state agencies to assure occupant health and safety in public K-12 facilities in Arkansas. In some cases these inspections will be performed by the agencies or their appointed representatives at no cost to the school district. In other cases, the inspection cost must be borne by the district and the report of that inspection is to be filed with the appropriate agency. **Attachment #1** is a matrix displaying the different laws and rules adopted by the various state agencies and a description of the requirements.

Also, in accordance with ACA § 6-21-813, when the Division receives reports of inspection or code violation issues from the state agencies, the school districts are contacted and are requested to create an inspection work order in the CMMS to remediate the complaint and asked to complete and close the work order when the issue is documented as resolved. Division staff can monitor the individual district inspection work order account to confirm the work has been completed and work closed. Confirmation is achieved by a maintenance inspection by Division staff and

a visual inspection of the issue at hand. When appropriate, the responsible agency will accompany Division staff on the inspection site visit.

Division Coordination with Other State Agencies

During Fiscal Year 2015-2016, the Division continued to coordinate with the state agencies (Department of Health, Department of Environmental Quality, Department of Labor, and the Arkansas State Police/State Fire Marshal's Office) which require state mandated inspections through their rules. Their inspections include all inspections, not just the regularly scheduled state mandated inspections. The Division staff files such inspection notices in the appropriate school district file and monitors the resolution of any issue raised by the inspection.

The Process

A.C.A. § 6-21-813(e) requires the Division of Public School Academic Facilities and Transportation (Division) to “...work with school districts, state agencies and state commissions to ensure that: (1) All lawfully required inspections of academic facilities are performed, including without limitation scheduled, unscheduled, or emergency inspections...”

During the Fiscal Year 2015-2016, school districts entered maintenance and preventative maintenance work orders into the state required CMMS system. The following is the set of instructions that the Division provided to the districts to properly record the status of the state mandated inspections in order to compile this report:

Instructions for Implementing the State Mandated Inspections on the SchoolDude System

The Division of Public School Academic Facilities and Transportation is mandated by A.C.A. §6-21-112 and A.C.A. §6-21-813 to assist all school districts in the completion of these mandated inspections and to provide summary reports of the lawfully mandated inspections. The summary report will be the compilation of the Preventive Maintenance (PM) work orders issued by each district with the Classification Code of State Mandated Inspections.

Each district shall enter one (1) PM work order for each State Mandated Inspection (there are fifteen (15) different types) under the one Classification Code called State Mandated Inspections. Not all types are applicable to every district. The districts will determine which apply to their facilities with the assistance of Division staff.

Each PM work order for the applicable types will be written to cover the entire district. This is different from the normal maintenance and preventive maintenance work orders written and assigned to a particular building.

A summary report of lawfully required inspections is required of the Division to compile information to show that each district has received all of the health and safety inspections required by the various state agencies and to report which agency, if any, has failed to perform the required inspection or has failed to receive and report the documentation of the completed inspections to the Division. In this instance, the District is allowed to write one (1) work order for that appropriate Type under the State Mandated Inspections Classification Code and hold the work order open until all buildings affected by that type have been inspected and then close the work order.

For example:

A district is required to have a bi-annual fire inspection in each facility according to the State Fire Code. The district should write two (2) PM work orders per building to have someone accompany the Fire Marshal on the required inspections. At the same time, the district should write one (1) PM work order using the State Mandated Inspection Classification Code. Once each building has had both of the required bi-annual inspections, the individual PM work orders for that building may be closed. Once all buildings have had the required inspections the one (1) district wide work order may be closed to show the completion of State Mandated Inspection.

The Division can then show in one report that each building has had the required inspections and the state agency responsible for that inspection has performed as required.

By following the process above, the Division provides a tracking system for monitoring lawfully required state mandated inspections of public school facilities through the required state supplied CMMS.

Training

In Fiscal Year 2015-2016, the Division held CMMS training at 11 Educational Service Cooperatives with 60 school districts attending, as well as provided 69 individual school district training sessions at school districts, presented three training sessions at two conferences of the Arkansas School Plant Manager's Association (ASPMA) *in conjunction with the* Arkansas Association of Educational Administrators (AAEA), one training

session for the Arkansas Department of Education (*ADE*), and responded to daily questions from districts via phone and/or e-mail regarding state mandated inspections.

SUMMARY AND CONCLUSIONS

Based on the information provided, the Division believes the State of Arkansas is making progress in improving the state of condition of academic facilities by providing funding for new construction projects, monitoring of maintenance and preventative maintenance of facilities, performing inspections of facilities, and monitoring the legally required state mandated inspections.

Attachment(s)

1. Legally Required Inspections for Public School Facilities Matrix

**State of Arkansas - Legally Required Inspections for Public School Facilities
Attachment #1**

RESPONSIBLE PARTY	SYSTEM	DESCRIPTION	FREQUENCY	CODE SECTION OR REGULATION	REMARKS
SCHOOL DISTRICT	Fire Extinguishers	Inspect for proper charge	Monthly	AFPC, Vol. 1, Section 906.2	School custodial/maintenance staff sign-off on tag attached to cylinder
	Asbestos Program	Safety inspection	Monitor every 6-months, re-inspect every 3 years	US EPA AHERA Plan	District and licensed asbestos inspector
FIRE MARSHAL	Fire Safety	Semi-Annual Fire Inspections	Semi-annually	A.C.A. § 6-21-106	By local fire marshal
	Fire Alarm	Test system	Annually	AFPC, Vol. 1, Section 907.20.5	By licensed contractor
	Fire Sprinkler	Test system	Annually	AFPC, Vol. 1, Section 901.6	By licensed contractor
	Fire Extinguishers	Service and replace as necessary	Annually and every 6 yrs.	AFPC, Vol. 1, Section 906.6.1	Re-charge annually, Hydro-static cylinder test every 6 yrs. By licensed contractor
	Kitchen Exhaust Hood Fire Suppression	Test fire suppression system	Semi-annually	AFPC, Vol. 1, Section 904.11.6.4	By licensed contractor
HEALTH DEPARTMENT	Natural Gas Piping System	Leak test gas fittings and appliances	Annually, prior to the beginning of school	A.C.A. 17-38-201(a)(6)(A)	District performs test or contracts test and files completed report with the ADH, Division of Plumbing
	Food Service	Inspection of kitchen and food service areas	Annually	Food Establishment Regulations page 122	Health Department Food Service Inspector
	Back-flow Prevention	Service and maintenance of RPZ device	Annually	American Society of Sanitary Engineering (A.S.S.E.) Standard 5-202.14 Backflow Prevention Device, Design Standard	Certified district personnel or licensed contractor
LABOR DEPARTMENT	Hot Water Boilers & Heaters	Inspection of boilers	High pressure - annually	A.C.A. § 20-23-203	Labor Department inspector or insurance carrier inspector licensed by Labor Department
			Low pressure - externally annually; internally every 3 years		
			Unfired pressure vessel - biennially		
Elevators and Lifts	Inspect for safety and proper operation	Every six (6) months	A.C.A. § 20-24-112(a)(3)	Labor Department Inspector	
ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY	Sewage Treatment Systems	Perform operational and discharge inspections	Daily, by the District. Once every five (5) years by ADEQ	ADEQ policy	District and ADEQ inspector
	Underground Storage Tanks	Inspect for integrity of tank to prevent leaks	Monthly	APC&EC Regulation 12 §104 (Regulation 12)	District and ADEQ staff