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# ***POLICY and PROCEDURE MEMORANDUM***

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## **EXPEDITED LOCAL PARTNERSHIP PROGRAM (*ELPP*) and VOCATIONAL FACILITIES ASSISTANCE**

## **EXPEDITED LOCAL PARTNERSHIP PROGRAM (*VFAP ELPP*)**

## **PREVENTIVE MAINTENANCE & CAPITAL PLANNING PROGRAM**

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### **Maintenance Plan Development Process**

A Maintenance Plan is critical to managing the long term care of School facilities in a cost effective manner. A School District Maintenance Plan for a new or renovated facility is to be developed by the application of industry standards. A facilities management plan and business plan, based upon preventative maintenance, is developed. The final Plan will incorporate the Maintenance Plan Objectives stated below.

A Maintenance Plan Advisor will provide guidance and technical assistance to the School District in creating the preventive maintenance and capital planning program for newly renovated or completed facilities. The Commission has a list of individuals and firms who are pre-qualified as Maintenance Plan Advisors. The cost of basic services provided by a pre-qualified Maintenance Plan Advisor is an eligible expense of the project budget. Services provided by a non pre-qualified individual or firm in preparing a plan is not eligible for credit but is an eligible expense of the School District's Maintenance Fund.

The School District will initiate the process for developing the Maintenance Plan. That process should begin at the beginning of the ELPP construction project but no later than six months prior to the completion of any facility for occupancy. At a minimum, the Maintenance Plan Advisor should be selected and at work before the first piece of equipment is ready for testing. (*A best practice recommendation is that the Maintenance Plan Advisor be selected prior to the beginning of the project.*)

An approved ELPP or VFAP ELPP Maintenance Plan is necessary for the project to be closed out and credited as a local share of the *Classroom Facilities Assistance Program (CFAP)* and *Vocational Facilities Assistance Program (VFAP)*. The development of the Maintenance Plan should encompass the following steps.

### **Maintenance Plan Administrative Process**

- 1) At the beginning of the Project Notify OSFC of Plan Development
- 2) OSFC Reviews Plan and Approves Plan
- 3) School District Board Resolution Adopting the Plan

### **Maintenance Plan Objectives**

The Maintenance Plan will include, without limitation, the following information

- 1) Brief description of the building with components;
- 2) Current operations and maintenance budget analysis;
- 3) Capital renewal analysis;
- 4) Complete maintenance budget including initial, annual and long-term expenditures (year-by-year revenue and expense projection over 23 years);

- 5) Maintenance schedule for every major facility component requiring maintenance;
- 6) List of products, equipment and other resources needed for each activity;
- 7) Staff requirements and training needs;
- 8) Method for documenting the maintenance performed;
- 9) List of contacts for the School District to call for each building component (warranty & service contracts);
- 10) Recommendations to improve operation and maintenance services.

### **Approval of Maintenance Plan by Commission**

The Commission is required to approve the School District's Maintenance Plan. Factors that will be taken into consideration by the Commission in evaluating the School District's Maintenance Plan for approval include, but are not limited to, the following:

- 1) Amount of funds available in the Maintenance Fund;
- 2) Replacement/repair of facility components as a function of life cycle cost;
- 3) A balanced allocation of funds within the plan categories.

### **Maintenance Fund**

ELPP and CFAP School Districts that elect to establish a 0.5 mill or equivalent Maintenance Fund are required to develop a full Maintenance Plan. The following plan categories, in order of priority, have been established for the use of the Maintenance Fund.

- 1) Out-sourced service contracts and/or In-House Training for basic systems (HVAC, life safety, elevators, roof systems);
- 2) Equipment for maintenance of the facilities and grounds;
- 3) Replacement/repair of facility components.

### **Resolution of the Board of Education**

In its resolution adopting the Maintenance Plan, the Board of Education will be required to acknowledge the following:

The School District is not required to establish a maintenance fund under the ELPP or VFAP ELPP. 0.5Mill levy or equivalent maintenance fund is required as a part of the CFAP. An amount equal to one and one-half percent of the current insurance value of the facilities acquired under the project is required as part of the VFAP. The Maintenance Plan must address available funds, forecast future need and recommend future funding.

- 1) Allowable uses for the Maintenance Fund shall be the maintenance and repair of the facility, including preventative maintenance, periodic repairs, and the replacement of facility components as recommended in the approved plan;
- 2) Routine janitorial and utility costs, equipment supplies and personnel associated with the day-to-day housekeeping and site upkeep per normal and customary standards are not allowable expenditures under the parameters of the Maintenance Fund;
- 3) The actual use of the Maintenance Fund according to the terms of the approved Maintenance Plan is subject to audit;
- 4) A five (5) year Capital Plan should be updated on an annual basis, while the complete Maintenance Plan should be updated each five (5) years and approved by the Board.

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## **EXPEDITED LOCAL PARTNERSHIP PROGRAM (*VFAP ELPP*)**

## **PREVENTIVE MAINTENANCE & CAPITAL PLANNING PROGRAM**

## **INTERIM PLAN**

## ***PARTIAL RENOVATION/CONSTRUCTION PROJECTS***

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### **Interim ELPP and VFAP ELPP Maintenance Plan**

A complete Maintenance Plan is required for a facility that is more than seventy-five percent completed under ELPP and VFAP-ELPP. The Commission recommends that a complete Maintenance Plan be developed during the ELPP program for all classroom facility projects in order to provide a complete understanding of the school facilities operational and budgetary needs. An alternative *Interim Plan* process can be engaged in place of the standard ELPP and VFAP ELPP Maintenance Plan for projects that only partially affect a facility.

A full Maintenance Plan is required for School Districts that establish a Maintenance Fund. In that case an Interim Maintenance Plan is not an option.

An approved Interim Maintenance Plan (where allowed, in lieu of a full maintenance plan) is required for the project to be closed out and credited as a local share of the *Classroom Facilities Assistance Program (CFAP)* and *Vocational Facilities Assistance Program (VFAP)*. The requirements of the Interim ELPP and VFAP ELPP Maintenance Plan include, but are not limited to, the following:

- 1) Information concerning all new and renovated equipment and systems will be collected on a checklist that will include without limitation:
  - Equipment Name, Location, Installation Date, Installer, Warrantee Start and Expiration Dates, Warrantor Information, Special Needs
- 2) All Operations and Maintenance (O&M) manuals and training information will be collected together in an organized and professional manor. They are to be stored in a similar fashion.
- 3) A letter is to be generated by the School District acknowledging the Equipment List, O&M manuals and the commitment to proper maintenance.
- 4) A maintenance staff employee will work towards and receive a certification equal or better to the Building Operators Certification offered through the Ohio Public Facilities Managers Association (OPFMA). A training plan and schedule will be maintained in the project file.

### **Interim ELPP and VFAP ELPP Plan Administrative Process**

- 1) At the beginning of the project the School District submits a request not to develop a full Maintenance Plan and instead to follow the alternative interim plan guidelines. The request will state the rationale for using the interim plan.

- 2) OSFC reviews and responds to the request for approval.
- 3) The Checklist is developed and maintained by the School District in the project file.
- 4) The staff training plan and certification to be maintained by the School District in the project files.
- 5) School District acknowledgement letter is maintained by the School District in the project file.
- 6) OSFC final approval of the Interim Maintenance Plan.

The School District will initiate the process for the Interim ELPP and VFAP ELPP Maintenance Plan. The training plan and schedule should be defined and engaged as early in the project as possible. The development of the equipment and systems checklist and the gathering of the operations and maintenance manuals should begin at the beginning of the Expedited construction project but no later than six months prior to the completion of any facility for occupancy. At a minimum, the schedule must be established and maintained to provide for a reasonably timed certification of the maintenance staff employee. All documentation will be maintained by the School District in the project files.