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## MAINTENANCE PLAN GUIDELINES

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**Subject:** Preventative Maintenance Plan Guidelines  
**Approval:** Commission Resolution 19-35  
**Code Section/Reference:** R.C. Chapter 3318  
**Owner:** Program Services

**Policy Number:** PS-03  
**Originally Issued:** March 2004  
**Revised:** September 2011; December 2017; July 2019

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### APPLIES TO

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CFAP, ENP, VFAP or Accelerated Urban Program

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#### I. Program Overview

These guidelines establish the Ohio Facilities Construction Commission (“Commission”) procedures to be used by school district Boards of Education enrolled in the CFAP, ENP, VFAP or Accelerated Urban Program to develop and follow a Commission-approved facility maintenance plan for all completed school facility projects co-funded with State dollars and administered through the Commission.

#### II. Facility Maintenance Plan Objectives

The facility 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. Complete maintenance budget including initial, annual and long-term expenditures (year by year revenue and expense projection over 23 years);
4. Maintenance schedule for every major facility component requiring maintenance;
5. List of products, equipment and other resources needed for each activity;
6. Staff requirements and training needs;
7. Method for documenting the maintenance performed;
8. List of contacts for the district to call for each building component (warranty vs. service contracts);
9. Recommendations to improve operation and maintenance services.

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### III. Maintenance Plan Development and Approval Process

#### Maintenance Plan Development:

A Commissioning Agent will assist the school district in creating a preventive maintenance and capital planning program for newly completed facilities. The Commission maintains a list of firms pre-qualified to serve as Maintenance Plan Advisors.

The Commission's assigned Project Manager will initiate the Commissioning Agent selection process for developing a preventive maintenance and capital planning program prior to developing the Program of Requirements. A best practice recommendation is that the Commissioning Agent is engaged when the Owner Project Requirements are being developed.

#### Maintenance Plan Approval:

The Commission staff is required to approve a school district's maintenance plan for each newly completed facility. Factors taken into consideration by the Commission staff in evaluating a school district's maintenance plan for approval include, without limitation, 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.

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
3. Replacement/repair of facility components.

### IV. Maintenance Fund Use

The maintenance fund, as defined in Section IV of the school district's project agreement, can be used for certain allowable expenditures including:

1. The cost of basic services provided by a Maintenance Plan Advisor in preparing a plan for the maintenance of completed facilities;
2. Maintenance and repair of the completed facilities;
3. Periodic repairs;

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4. Replacement of facility components;
  5. Recommissioning (which is recommended by the Commission every 5 years).

Expenditures **not** allowable from the maintenance fund include:

1. Routine janitorial and utility costs;
2. Equipment supplies, maintenance staff salaries and personnel associated with the day-to-day housekeeping and site upkeep per normal and customary standards.

#### **V. Maintenance Plan Reporting and Evaluation**

The school district Board of Education shall provide annual reporting to the Commission staff through the Commission's computerized maintenance management software (CMMS) system.

Commission staff will visit and evaluate completed facilities on a mutually agreed-upon schedule to assess the condition and functionality of the facility.

Adequate maintenance, as evidenced by maintenance plan reporting and facility visits, may be used as a consideration for any future OFCC project funding with the school district.