



# Gadsden Independent School District

## *Facilities Master Plan Update*

**Final** January 2020

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Introduction  
Growth/Enrollment  
Utilization/Capacity  
Capital Priorities  
Appendix



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# Introduction

This document is a Facilities Master Plan Update (FMP) for the Gadsden Independent School District (GISD). The intent of the plan is to guide capital planning decisions to support the district's educational mission and meet state adequacy standards. The Public School Capital Outlay Council (PSCOC)/Public School Facilities Authority (PSFA) requires that all New Mexico public school districts have a five-year facility master plan as a prerequisite for eligibility to receive state capital outlay assistance. This master plan is an update to the 2016-2020 Facilities Master Plan and is in accordance with guidance issued by the PSCOC/PSFA.

The Facilities Master Plan serves as a flexible tool to present issues to the community, board of education, and district staff for input and revision on a periodic basis. Preparation of the FMP used a systematic process that strives to identify needs and wisely allocate capital resources to bring district facilities up to state adequacy standards and district policies with respect to:

- Life/health/safety
- Educational/programmatic needs (additions and remodeling to meet various educational standards) and curriculum needs
- Renewal needs (replacement schools, remodeling, refurbishing, planning studies, deferred maintenance, and major system replacement)
- Provision for necessary growth (new schools, additions, remodeling, site acquisition, and design planning studies)
- Educational technology

The FMP addresses four major questions:

- Where do we want to be? – identifies district facility goals.
- Where are we now? – identifies the adequacy of district facilities and capacity to meet future needs.
- Where we are going? – analyzes information about future enrollment, program changes, classroom needs and financial resources.
- How do we get there? – identifies the gaps between existing conditions and the ideal future state, develops a strategy to meet needs, and presents a prioritized list of capital projects.

The master plan is comprised of four sections:

- **Section 1 – Goals / Process** provides information about district goals and the master planning process.
- **Section 2 – Existing and Projected Conditions** provides information about district facilities, demographics, enrollment, technology and capital resources.
- **Section 3 – Capital Improvement Plan** provides information about capital needs, district priorities and capital strategies.
- **Section 4 – Master Plan Support Material and Appendix** provides detailed information about district school and support facilities, growth/enrollment/utilization, facility evaluation and cost estimating data.



# 1 Goals and Process

*This section discusses the goals for the desired future state of the district's educational programs and facilities and the process for developing the facilities master plan.*

## 1.1 Goals

This section has no changes.

All of the district policies, Educational Plan for Student Success (EPSS), and the 2016-2019 Technology Plan are available on the district's web site at: <http://www.gisd.k12.nm.us/>.

### District Mission Statement

The Gadsden Independent School District will ensure that all students will learn by putting education first. The district will provide quality educational opportunities conducive to learning that will facilitate students' individual goals.

### Physical Plant Mission Statement

The GISD Physical Plant Department will provide an optimum learning and working environment through improvement of work efficiency, employee accountability, and constant pursuit of quality for all GISD students and staff.

## 1.2 Process

There are no changes in the process.

### GISD FMP Committee

- Rafael Gallegos - Executive Director of Energy Management and Construction
- Alfredo Holguin - Superintendent for Support Services
- Jessica S. Herrera - Physical Plant Director

The 5-Year Facility Master plan was approved by unanimous vote of the Gadsden Board of Education at the regular Board meeting on December 10, 2015, and the minutes approved it at the regular Board meeting on January 14, 2016.

The 2017 Update was approved by the Gadsden Board of Education at the regular Board meeting on August 10, 2017.

The 2018 Update was approved by the Gadsden Board of Education at the regular Board meeting on February 14, 2019.

The 2019 Update was approved by the Gadsden Board of Education at the regular Board meeting on January 21, 2020.

*This section defines abbreviations and uncommon terms.*

## 1.3 Abbreviations and Definitions

<b>ARC</b>	Architectural Research Consultants, Incorporated
<b>ACS</b>	American Community Survey (US Census Bureau)
<b>CDP</b>	Census Designated Place
<b>CRRUA</b>	Camino Real Regional Utility Authority
<b>EPSS</b>	Educational Program for Student Success
<b>ES</b>	Elementary school
<b>FMP</b>	Facilities master plan
<b>GISD</b>	Gadsden Independent School District
<b>G.O. bond</b>	General obligation bond
<b>GPS</b>	Geospatial and Population Studies (UNM)
<b>GSF</b>	Gross square feet, or the sum of net assignable square feet plus all other building areas that are not assignable. This “left over” area is called “TARE.” TARE includes areas such as hallways, mechanical areas, restrooms, and the area of interior and exterior walls.
<b>HS</b>	High school
<b>HVAC</b>	Heating, ventilation and air conditioning
<b>IMMEX</b>	Maquiladora program in Mexico
<b>IT</b>	Information technology
<b>K</b>	Kindergarten
<b>MS</b>	Middle school
<b>MVEDA</b>	Mesilla Valley Economic Development Alliance
<b>NAFTA</b>	North American Free Trade Agreement
<b>NMCI</b>	New Mexico Condition Index
<b>Pre-K</b>	Pre-kindergarten
<b>PSCOC</b>	Public School Capital Outlay Council
<b>PSFA</b>	Public School Facilities Authority
<b>RTC</b>	Residential Treatment Center
<b>UNM</b>	University of New Mexico
<b>WSMR</b>	White Sands Missile Range

## 2 Existing and Projected Conditions

*This section provides an overview of the district's current educational programs and facilities configuration, and community involvement.*

### 2.1 Programs

Pre-K programs are now full day for four-year olds and half-day for three-year olds.

#### 2.1.1 Number of Schools, Types and Grade Configuration

The district maintains 28 school facilities and three administration/support facilities on 26 sites and one closed facility. District facilities are located throughout the district in several communities.

The Gadsden Independent School District had the fourth largest enrollment in the state for the 2019-2020 school year. District enrollment (2019-2020 40-day) was 12,720 students in grades pre-K-12, including students in Homebound/Hospital and Residential Treatment Center.

School configurations are:

- Pre-Kindergarten - 4 schools, grades pre-K
- Elementary School - 13 schools, grades pre-K-6  
3 schools, grades K-6
- Middle School - 3 schools, grades 7-8
- High School - 4 schools, grades 9-12
- Alternative School - 1 school, grades 9-12

- Charter School - none

#### 2.1.2 Assumptions / Anticipated Changes in Programs

The district has an established goal of limiting enrollment at schools as follows:

- Elementary schools - 550 students maximum
- Middle schools - Less than 1,000 students
- High schools - 2,000 students maximum

Currently, enrollment at three of the district's 16 elementary school facilities exceeds the standard.

At this time, the district plans no further educational program changes that impact facilities.

#### 2.1.3 Shared / Joint Use Facilities

This section has no changes.

---

## 2.2 Sites / Facilities

### 2.2.1 Location

The district boundaries changed again, between La Union Elementary School and Santa Teresa Elementary School. Please see the Appendix for a map of the updated borders.

### 2.2.2 Existing Facilities

The district has slightly over 2.271 million gross square feet in permanent school facilities and 157,912 gross square feet of portable facilities. The schools are comprised of 36 permanent buildings and 42 portable buildings.

The district's school sites equal somewhat over 601 acres.

Administration and support facilities equal 155,861 gross square feet in permanent facilities and 18,520 gross square feet in portable facilities. The district's administration sites equal about 44 acres.

Surplus property consists of 31,226 gross square feet of permanent facilities and 10,640 gross square feet of portable facilities on 9.9 acres.

The total inventory of district facilities has somewhat over 2,614,463 gross square feet of buildings and 655 acres of land.

The oldest school facility in the district was built in 1921. The newest school facility opened in 2018. School facilities range in age from 2 to 98 years old.

The district is considering re-purposing San Miguel Elementary School.

See Exhibit 2-1 for an overview of district facilities.



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## 2.2.3 Facility Evaluation

No additional evaluations were conducted.

The State of New Mexico ranks each school facility with respect to all other facilities in the state and assigns a condition index value. The condition index value (NMCI) is a composite value derived from the cost of physical and

programmatic deficiencies related to the replacement cost of the facilities. Exhibit 2-2 shows the 2019/2020 PSFA ranking and NMCI values from the greatest need (lowest ranking number) to the least need (highest ranking number), according to the State's revised system and the change in ranking from the previous year.

*Exhibit 2-2*  
*GISD PSFA Status Rank and NMCI*

### Gadsden Independent School District - 19130000

### PSCOC Final Rank Report 2019-2020

Ranking Tier	Facility Name	State School Rank '19/20	NMCI '19/20	Change in Rank	State School Rank '18/19	NMCI '18/19
<b>Funded</b>	Loma Linda ES	17-18-165	37.24%	N/A	U/C	23.53%
	Desert Trail ES	17-18-75	29.11%	N/A	U/C	28.75%
<b>Top 100</b>						
<b>101-300</b>	Chaparral MS	140	27.06%	71	211	31.43%
	Gadsden HS	259	27.06%	479	738	0.00%
	Gadsden MS	276	26.01%	135	411	21.73%
	Sunland Park ES	295	25.19%	67	362	24.13%
<b>301+</b>	Mesquite ES	311	25.19%	65	376	23.62%
	Alta Vista Early College HS	330	23.54%	57	387	22.96%
	Santa Teresa MS	334	23.38%	-20	314	26.70%
	La Union ES	338	23.23%	51	389	22.94%
	Riverside ES	409	19.95%	80	489	17.29%
	Santa Teresa HS	474	17.03%	-1	473	17.99%
	Santa Teresa ES	542	13.61%	50	592	12.55%
	Vado ES	567	12.60%	63	630	10.15%
	Sunrise ES	575	12.17%	34	609	11.60%
	Chaparral HS	607	10.77%	9	616	11.03%
	Anthony ES	626	9.46%	22	648	8.85%
	Berino ES	628	9.37%	35	663	8.34%
	North Valley ES	642	8.19%	27	669	7.79%
	Chaparral ES	653	7.34%	23	676	6.72%
	Gadsden ES	662	6.83%	21	683	6.14%
	Desert View ES	692	3.92%	19	711	3.30%
Yucca Heights ES	708	2.36%	20	728	1.59%	
Desert Pride Academy	713	2.22%	17	730	1.45%	
<b>Not Ranked</b>	Anthony Pre-K	NR	N/A	N/A	NR	N/A
	Chaparral Pre-K	NR	N/A	N/A	NR	N/A
	Northern Pre-K (La Mesa)	NR	N/A	N/A	NR	N/A
	Pre-Kinder (GAC)	NR	N/A	N/A	NR	N/A

## 2.3 District Growth

*This section discusses growth trends in the district, including demographic, economic, and development factors that may impact district educational programs and student enrollment.*

### 2.3.1 Introduction

This section provides an analysis of various types of demographic and growth data, including:

- Overall population trends
- Birth rates
- Age composition
- Development activity
- Economic trends

These factors, along with historical enrollments, provide a basis for district student enrollment projections. We use enrollment projections, along with classroom utilization patterns, to identify:

- Future classroom needs
- Future site capacities

### 2.3.2 GISD Area Population Growth Trends

GISD encompasses a large geographic area

*GISD borders of southern Doña Ana County, NM, bordering El Paso County, Texas (pop. 682,669, Census Population Estimates, 2018)), and Ciudad Juarez (pop. 1,321,004) in Chihuahua, Mexican. The school district consists of two main regions with several distinct,*

*large, influential populations in the north (Las Cruces, with a population of 101,000) and south (El Paso and Ciudad Juarez, with a combined population of 1.97 million).*

small and mid-sized communities.

Mesilla Valley, in the northern part of the district, supports agriculture and farming and is heavily influenced by the city of Las Cruces (population 102,926), directly to its north. The southern portion of the district is closely associated with El Paso and the manufacturing district of Ciudad Juarez. This area includes the communities of Sunland Park and Santa Teresa, west of El Paso, and Chaparral to the north.

Doña Ana County is New Mexico's second largest county by population (217,522 in 2018), and supports some of the strongest growth in the state. The City of Las Cruces is Doña Ana's major metropolitan area and the Gadsden school district (population 64,658 in 2017, ACS 2018 update to 2017 estimate) makes up about one-third of the total county population.

*Doña Ana County is New Mexico's second largest, and continues to grow.*

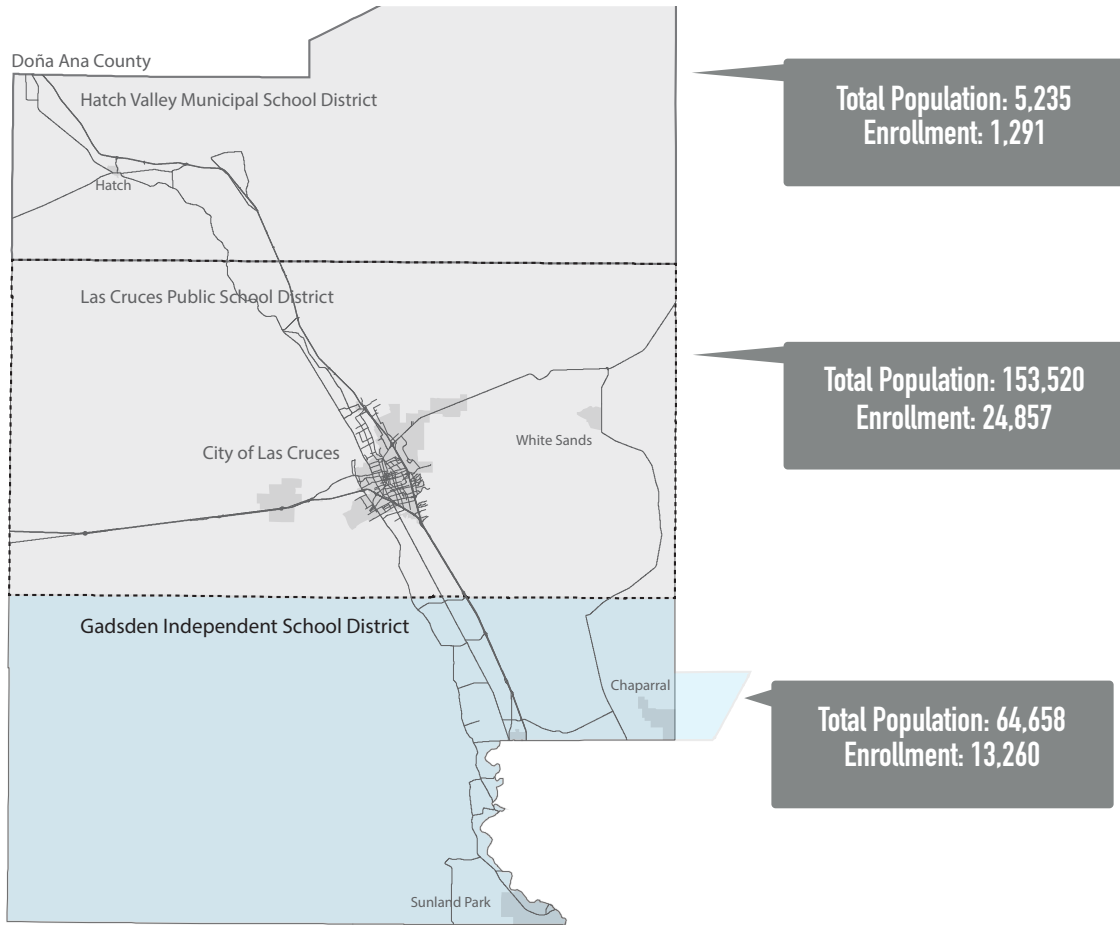
### Population Growth

From 1990 to 2000, Doña Ana County grew at an annual average rate of 2.6%, with growth in the Las Cruces area at 4.2%. From 2000 to 2010, the rate of growth in the Gadsden area increased, while growth in Las Cruces and the county as a whole slowed. Most communities in Gadsden grew in this period. Chaparral grew at the fastest rate.

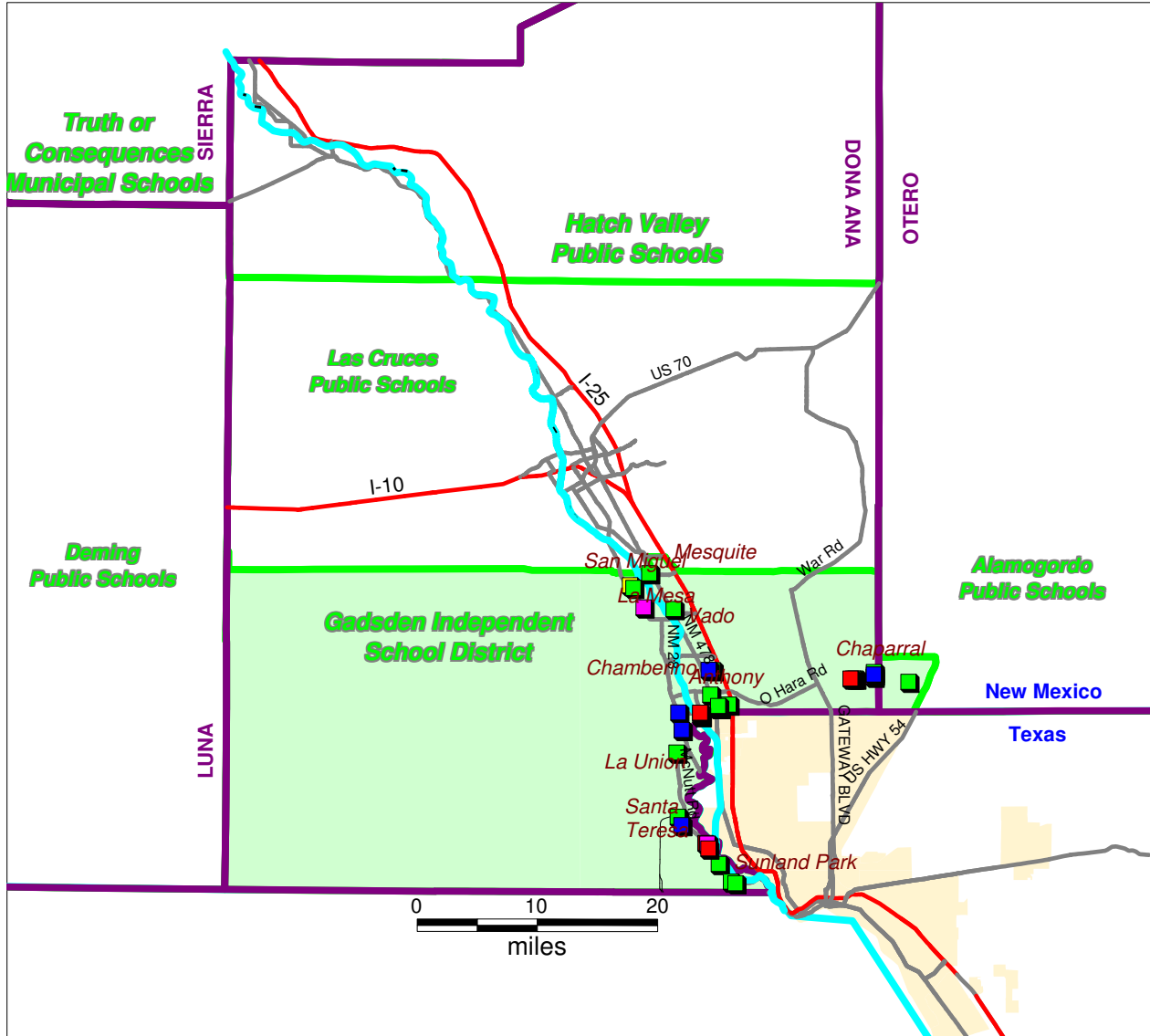
From 2010 to 2017, growth in the county fell below 0.5%, according to U.S. Census estimates; Gadsden growth fell to 1.19%, just above Las Cruces (0.69% average annual growth). Sunland Park remained the sole area of growth in the district.



**Exhibit 2-3**  
*Doña Ana County School Districts*



*Exhibit 2-4  
Gadsden Independent School District  
Regional Area*



**Exhibit 2-5**  
*Population Trends of the County, GISD and LCPS 1990-2017*

	Population				Average Annual Rate of Growth		
	1990	2000	2010	2017 est.	1990-2000	2000-2010	2010-2017
Doña Ana County	135,510	174,682	209,233	216,579	2.60%	1.80%	0.49%
LCPS	99,831	121,004	149,482	156,891	4.20%	2.70%	0.69%
GISD	31,898	48,140	62,675	68,064	1.90%	2.10%	1.19%

Source: U.S. Census, 1990, 2000, and 2010 and ACS Population Estimates, 2017

**Exhibit 2-6**  
*Population Growth in GISD Communities, 2010 to 2017*

	2000	2010	2017 est.	Change	Average Annual Rate of Change 2000 to 2010	Average Annual Rate of Change 2010 to 2017	Growth Rate Change from 2000-2010 to 2010-2017
Anthony	8,157	9,360	9339	1,182	1.39%	-0.03%	-1.42%
Sunland Park	13,309	14,106	17,061	3,752	0.58%	2.75%	2.17%
Mesquite	1,130	1,112	569	-561	-0.16%	-9.13%	-8.97%
Vado	2,977	3,194	1,921	-1,056	0.71%	-7.01%	-7.71%
San Miguel	647	1,153	1,213	566	5.95%	0.73%	-5.22%
Berino	776	1,441	1,824	1,048	6.38%	3.42%	-2.96%
Camberino	483	919	839	356	6.64%	-1.29%	-7.94%
La Mesa	472	728	896	424	4.43%	3.01%	-1.42%
La Union	703	1,106	1,378	675	4.64%	3.19%	-1.44%
Santa Teresa	703	4,258	4,388	3,685	19.74%	0.43%	-19.31%
Chaparral	6,117	14,631	14,095	7,978	9.11%	-0.53%	-9.64%

Source: U.S. Census, 1990, 2000, and 2010 and ACS Population Estimates, 2017

*Boundary changes account for some population changes between 2000 and 2010 in Chaparral, Anthony, Berino, Camberino and Santa Teresa. Boundaries did not change in Mesquite and Vado from 2010 to 2017.*

***Doña Ana County Population Projections***

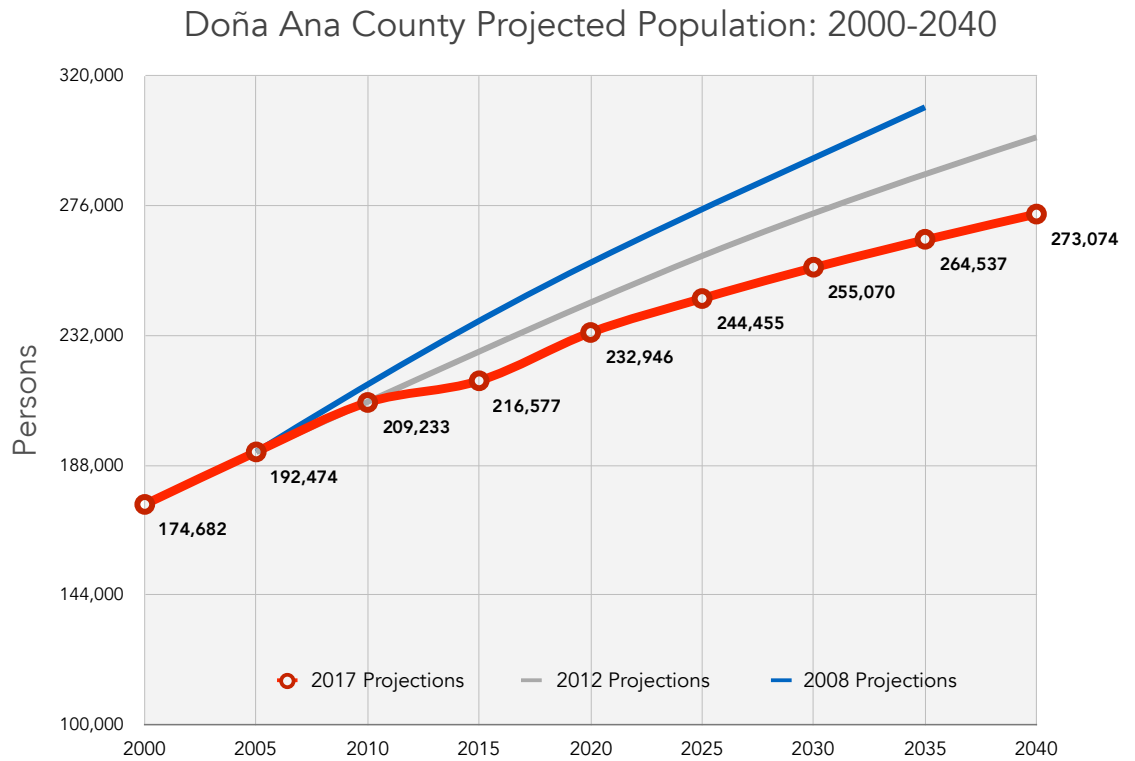
In 2017, the University of New Mexico's Geospatial and Population Studies (GPS) updated its population projection series for New Mexico counties. Previous GPS projection series were published in 2008 and 2012. The 2017 series projected significantly lower growth for most New Mexico counties than did the 2008 series, including for Doña Ana County. The 2017 series projected that county population will grow by about 70,000 to 273,074 by 2040, at an 0.89% average annual growth rate, down from 1.3% projected in 2008.

*Las Cruces growth was strong, but declined sharply from 1990 to 2017.*

*Gadsden growth increased in the 2000s, even as it slowed significantly elsewhere in the county.*

*The district continues modest growth.*

**Exhibit 2-7**  
*Projected  
 County  
 Population,  
 UNM GPS,  
 2017*



### 2.3.3 Births and Birth Rates

A central factor determining population growth is births and birth rate. The number of births in Doña Ana County trended up during the 2000s from 2,917 in 1999 to 3,323 in 2010 but have declined since to 2,587 in 2018, even as the population has grown by over 8,000 in the same period.

GISD area births accounted for about 30% of births in the county, but fell slightly from 1,033 in 2010 to 800 in 2018.

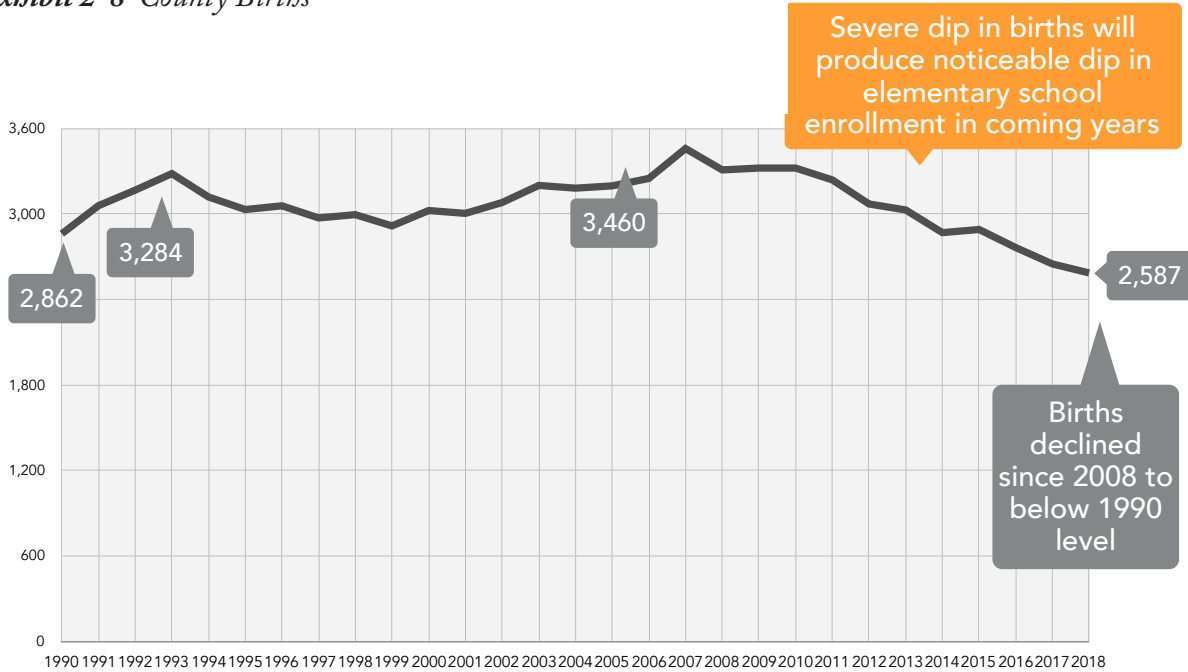
Births in Anthony, Mesquite, and Santa Teresa have trended slightly up in the last three years, while other areas in GISD have trended down.

Birth rates (births per 1,000 population) in the U.S. and New Mexico are declining. The birth rate in Doña Ana County has also declined, but remained slightly higher than the state and national averages in 2018. Down from 21.1 in 1992, the county birth rate in 2018 was 11.98, just above the state and national averages of 11 and 11.6, respectively.

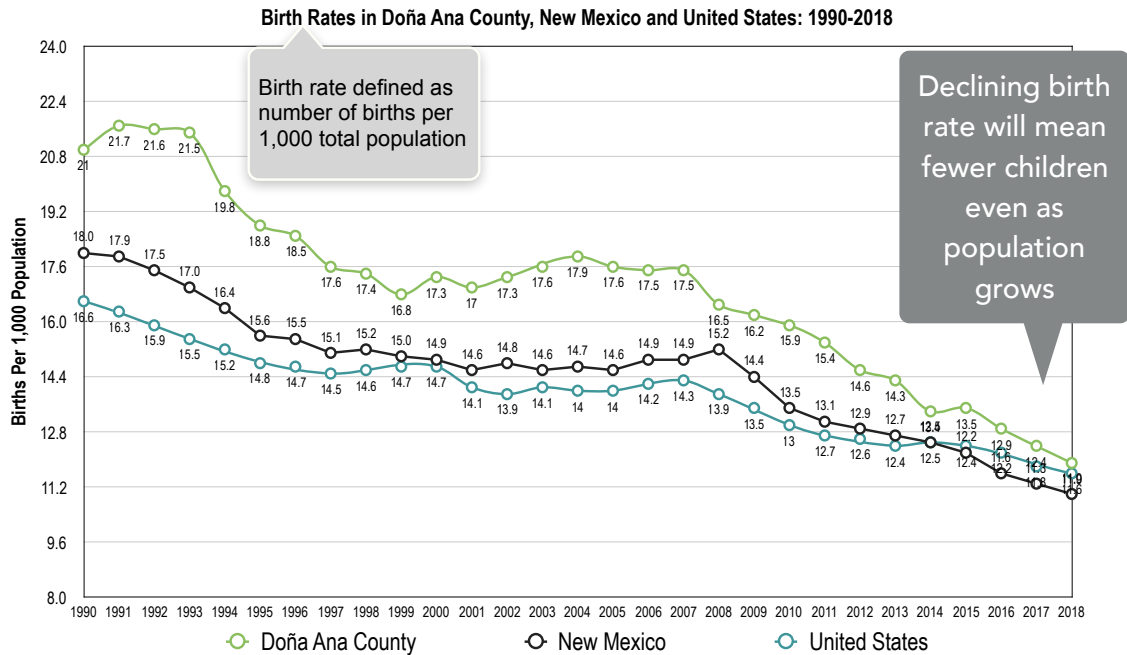
**In 2018 there were 438 fewer children born in Doña Ana County than in 2000- even though there were 42,840 more residents.**

**In 2018 there were 736 fewer children born in Doña Ana County than in 2010- even though there were 8,289 more residents.**

*Exhibit 2-8 County Births*



*Exhibit 2-9 Birth Rates*



Source: New Mexico Department of Health

**Exhibit 2-10**  
*GISD Births by Community*

Births	2010	2011	2012	2013	2014	2015	2016	2017	2018
Anthony	312	326	277	267	274	231	244	236	250
Berino	22	40	35	36	38	37	23	23	32
Chamberino	15	18	18	14	9	13	10	7	12
Chaparral	196	197	205	198	116	107	92	74	90
La Mesa	9	39	41	31	26	38	29	32	25
La Union	8	5	6	5	2	6	2	3	2
Mesquite	64	48	57	47	17	32	43	34	61
San Miguel	6	11	4	5	9	4	3	6	2
Santa Teresa	88	90	100	104	66	100	87	112	102
Sunland Park	252	223	218	230	174	190	217	197	183
Vado	61	47	53	57	59	49	48	45	41
<b>Total</b>	<b>1033</b>	<b>1044</b>	<b>1014</b>	<b>994</b>	<b>790</b>	<b>807</b>	<b>798</b>	<b>769</b>	<b>800</b>
Dona Ana County	3323	3240	3071	3029	2870	2892	2765	2650	2587
GISD Share of County Births	31.1%	32.2%	33.0%	32.8%	27.5%	27.9%	28.9%	29.0%	30.9%

Source: New Mexico Department of Health

## Immigration and In-Migration

### Immigration

**Exhibit 2-11**

*One-Year Change in Mexican Immigrant Population*

**Large Drop in Mexican Immigrant Population**

The population of Mexican-born immigrants dropped by more than 300,000 between 2016 and 2017, the largest drop in a decade.

Year	One-year change in Mexican immigrant population
2011	- 38,484
2012	- 109,245
2013	21,603
2014	129,512
2015	-71,191
2016	-69,618
2017	-303,767

Source: Pew Research Center, 2018

Historically, a high number of immigrants settled in the school district, and particularly in Sunland Park. In 2000, 35% of the district population and 43% of Sunland Park’s population were foreign born. In 2017, 9,210, or 29.7%, of the district total population was foreign born. (Source: ACS, 2013-2017 5-Year Estimates)

The Pew Research Center reported that unauthorized immigration from Mexico (including South Americans) into the U.S. has declined by 1.4 million since its 2007 peak, after steadily rising since 1990, and authorized immigration from Mexico had fallen into negative territory by 2014. The Pew Research Center reported in 2018 that the Mexican immigrant population in the U.S. plummeted sharply in 2017, with losses over four-fold from those in 2016, up from just under -70,000 to over -300,000.

In 2018, the U.S. Census estimated that the number of residents who were not U.S. citizens in the Gadsden School District was 12,833, down from the 2016 estimate of 15,421 who are not U.S. citizens.

### 2.3.4 Age Composition of Residents Living in the County and in the District

The U.S. Census estimates that in 2017, the district had 1,024 fewer children under the age of 5 than in 2010, but had 269 more school-aged children (aged 5 to 9). The number of GISD residents aged 20 to 34 (main child-bearing age) and over the age of 65 also grew from 2010.

In 2017, 32.5% of the district's total population was under the age of 19, down from a share of 36.5% in 2010. The share of population over the age of 65+ increased by 3.2% in 2015.

#### Composition & Births

There was a modest increase in the county population's share of people between the ages of 20 and 24 between 2010 and 2017, and that age group is fairly evenly split between males and females.

Though the share of county population over the age of 65 has increased since 2010, the change is not significant.

These factors indicate that the dramatic

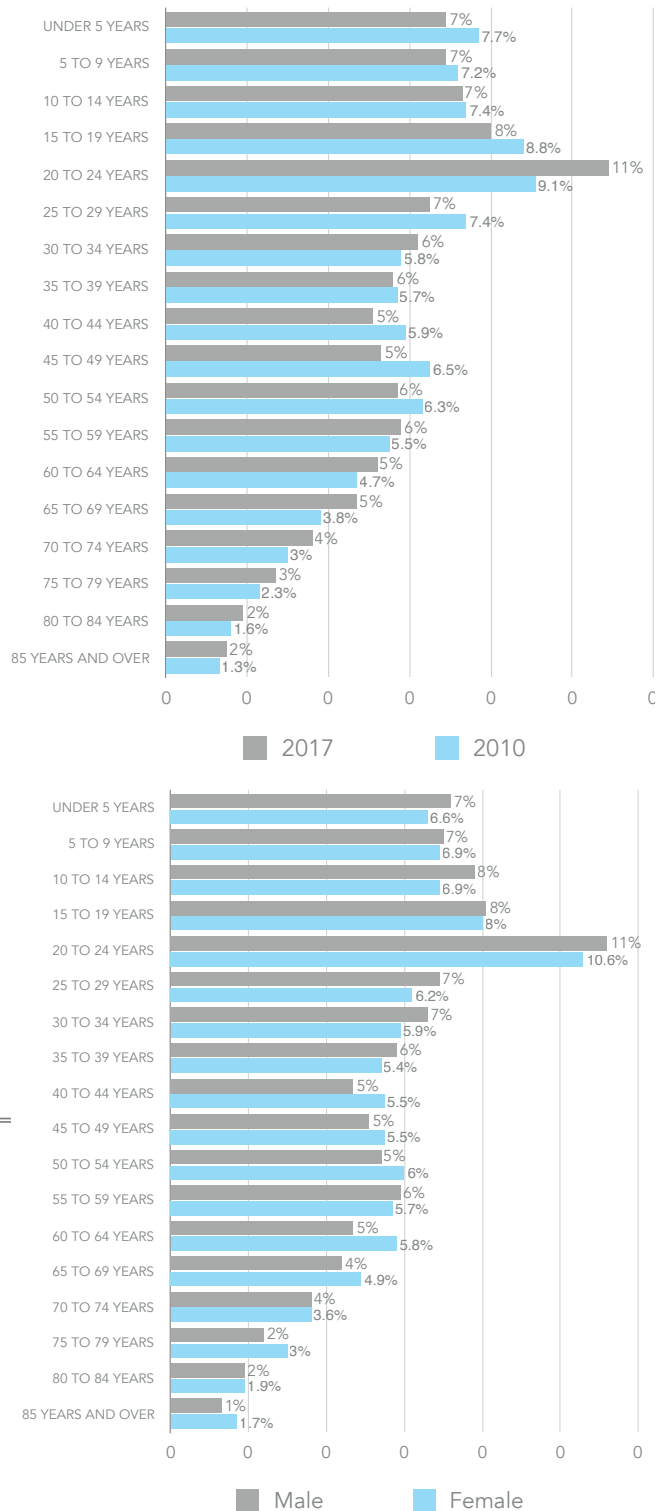
#### *Exhibit 2-13 Population by Selected Age Group*

**GISD Selected Age Groups 2010 and 2017**  
Population

	2010	2017	Change
Age 5 and Under	5,480	4,456	-1024
School Aged (5-19)	17,394	17,663	269
Main Child-Bearing Age (20-34)	12,509	17,217	4708
Age 65+	5,734	8,374	2640
	62,675	68,064	
<i>Share of Total Population</i>			
	2010	2017	Change
Age 5 and Under	8.7%	6.5%	-2.2%
School Aged (5-19)	27.8%	26.0%	-1.8%
Main Child-Bearing Age (20-34)	20.0%	25.3%	5.3%
Age 65+	9.1%	12.3%	3.2%

Source: U.S. Census 2010 and ACS 5-Year Estimates, 2010 to 2017

**Exhibit 2-12**  
*Doña Ana County Population Share by Age and Sex*



decrease in births despite the growth in population after 2000 cannot be solely contributed to a rise in either the “man-camp” nor the elderly population in Doña Ana County.

## GISD Community Growth Trends

### Chaparral

Chaparral was one of the fastest growing areas in population and student body, but Census estimates that growth turned negative from 2010 to 2017, with an average annual growth of -0.53%, down by -9.64% from growth in the 2000s. While La Mesa, La Union and Berino all saw average annual growth over 3% from 2010 to 2017, the growth rates in all subareas except Sunland Park have slowed since the growth of the 2000s.

### City of Sunland Park

Sunland Park had an estimated population in 2017 of 17,061 residents, an increase of nearly 3,000 persons since 2010. (Source: U.S. Census ACS 5-year Estimates, 2017)

### City of Santa Teresa

Santa Teresa grew by 19.74% annually on average from 2000 to 2010, but that growth rate plummeted to just 0.43% from 2010 to 2017.

### *El Paso County, Texas*

El Paso County had 800,647 persons in 2010 and an estimated 840,410 persons in 2017. (Source: U.S. Census 2017 Population Estimates) The Texas State Data Center projects that El Paso County will have a population of 889,003 by 2020, and 972,618 by 2030. (Source: Office of the State Demographer, Texas State Data Center).

**Exhibit 2-14**  
*Population Growth in GISD Communities, 2010 to 2015*

	2000	2010	2017 est.	Change	Average Annual Rate of Change 2000 to 2010	Average Annual Rate of Change 2010 to 2017	Growth Rate Change from 2000-2010 to 2010-2017
Anthony	8,157	9,360	9339	1,182	1.39%	-0.03%	-1.42%
Sunland Park	13,309	14,106	17,061	3,752	0.58%	2.75%	2.17%
Mesquite	1,130	1,112	569	-561	-0.16%	-9.13%	-8.97%
Vado	2,977	3,194	1,921	-1,056	0.71%	-7.01%	-7.71%
San Miguel	647	1,153	1,213	566	5.95%	0.73%	-5.22%
Berino	776	1,441	1,824	1,048	6.38%	3.42%	-2.96%
Camberino	483	919	839	356	6.64%	-1.29%	-7.94%
La Mesa	472	728	896	424	4.43%	3.01%	-1.42%
La Union	703	1,106	1,378	675	4.64%	3.19%	-1.44%
Santa Teresa	703	4,258	4,388	3,685	19.74%	0.43%	-19.31%
Chaparral	6,117	14,631	14,095	7,978	9.11%	-0.53%	-9.64%

Source: U.S. Census, 1990, 2000, and 2010 and ACS Population Estimates, 2017

*Boundary changes account for some population changes between 2000 and 2010 in Chaparral, Anthony, Berino, Camberino and Santa Teresa.*



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## 2.4 Housing Development

### Housing Development

At least 1,927 building permits were issued in the district for new housing units from 1995 to 2015. The number of permits generally increased through 2011, but dipped in 2013, then rose again in 2014 and 2015. A major factor in the growth is building in Sunland Park. The following page contains a table of building permits by assignment area.

The Otero County portion of Chaparral has been more active in residential building than the Doña Ana County portion.

The ARC team collected data regarding housing development plans in the works in the GISD area. We compared planned developments with existing developments of similar housing type, density, and price range to develop estimated student projections for each project at complete build-out.

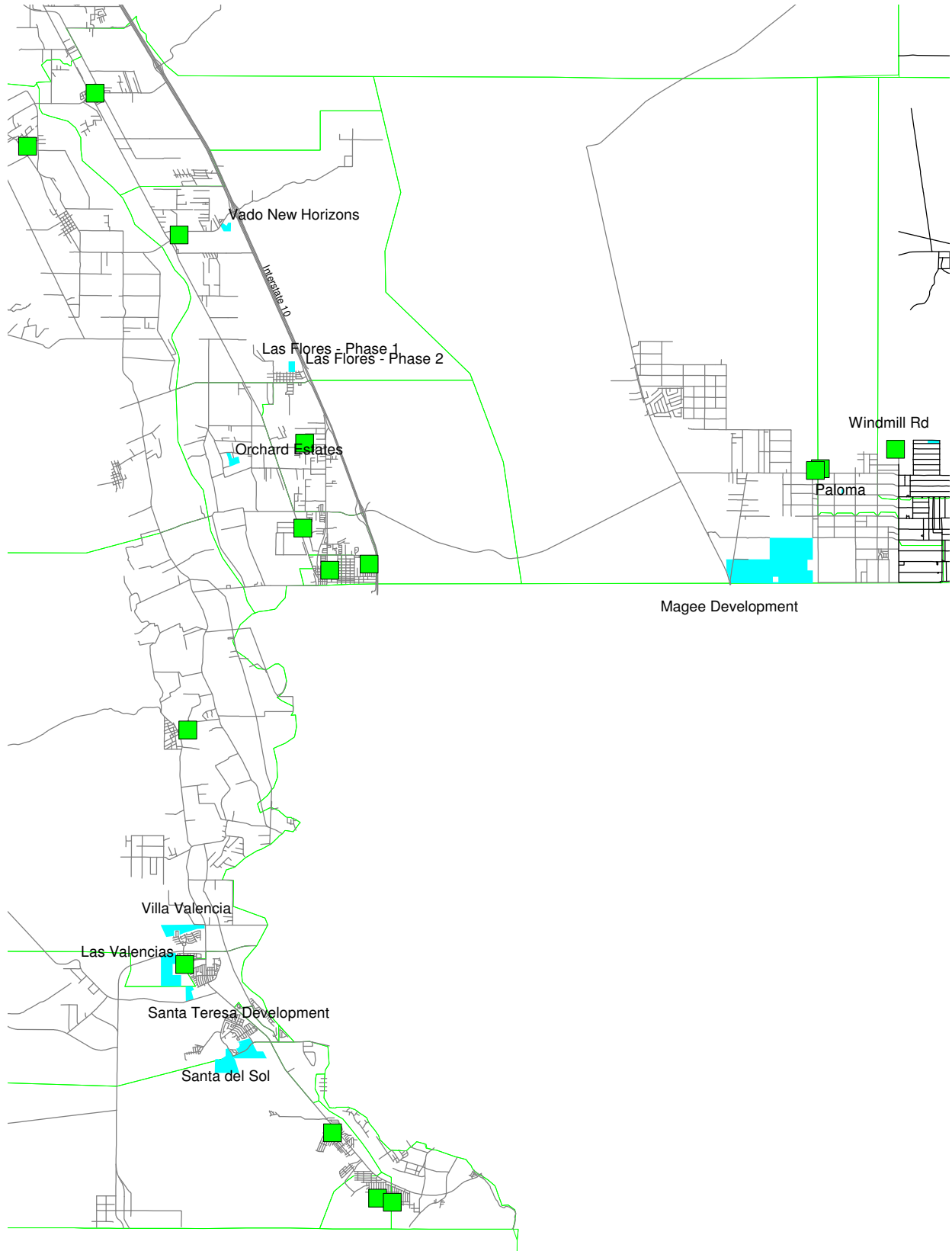
The following table outlines the model neighborhoods on which we based our estimates, and the table at the bottom illustrates our findings, including the time frame expected for each development, the number of projected students by level for each development, and the enrollment area those students will be expected to attend.

This material can be used by the district to measure future student production as the time frames for each of these developments becomes more definite in the future.

ARC mid-range projections, presented in this draft, consider each of these developments and integrates projected students from each during the projected time-frame, but we do so conservatively.

This material should serve as a guide to adjust enrollment projections as these communities develop quickly or become stalled.

*Exhibit 2-15  
Planned Development, GISD Area*



Existing Areas	PK-4Y												Total			
	PK.3Y	PK.4Y	KE	1	2	3	4	5	6	7	8	9		10	11	12
105 COMMERCIANTES	2	6	15	8	15	12	12	12	12	8	8	10	14	5	9	142
155 COMMERCIANTES	0	3	1	5	3	2	3	4	5	5	3	7	3	3	3	47
CEDAR PARK AVE	46	1	2	2	1	1	2	1	2	4	4	1	1	1	18	
EDGEMONT	538	1	12	31	25	23	26	21	22	25	29	17	28	34	340	
PARQUE AVE	79	0	3	4	7	6	5	4	9	3	7	5	3	5	73	
RIO LANE - SFD	78	1	8	12	6	12	6	13	5	7	10	5	9	8	108	
Quinto Lane - Vado	24	4	1	1	4	2	1	2	1	2	3	1	1	1	21	
MADRID DR - CHAPARRAL	30	4	1	3	3	2	1	3	2	1	3	3	2	1	27	
ARCHANGEL WAY - CHAPAI	392	1	9	29	38	32	28	26	39	37	33	40	30	37	453	

PreK	K-5	6-8	9-12	PreK	K-5	6-8	9-12
8	68	28	38	3.13%	26.56%	10.94%	14.84%
3	18	13	13	4.00%	24.00%	17.33%	17.33%
2	9	5	2	4.35%	19.57%	10.87%	4.35%
13	138	76	113	2.42%	25.65%	14.13%	21.00%
3	35	17	18	3.80%	44.30%	21.52%	22.78%
1	57	22	28	1.28%	73.08%	28.21%	35.90%
0	9	6	6	0.00%	37.50%	25.00%	25.00%
0	13	5	9	0.00%	43.33%	16.67%	30.00%
10	192	105	146	2.55%	48.98%	26.79%	37.24%

Planned Subdivision	Single Family Homes	Apartment Units	Estimated Time Ferame to Complete Build-Out	Total Projected Students	Estimated Time												Total Projected Students	School District
					PreK	K-5	6-8	9-12	Elementary	School Distr	Middle School	High School						
Maggee Development	3000	0	10 yrs	3,467	77	1,469	804	1,117	Elementary	Chaparral ES	Chaparral MS	Chaparral MS	High School	Chaparral HS				
Paloma	7	0	6	99	-	3	1	2	Desert Trail ES	Chaparral MS	Chaparral MS	Chaparral MS	Chaparral HS	Chaparral HS				
Windmill Rd	110	0	3,572	77	1,520	823	1,152	Elementary	Chaparral ES	Chaparral MS	Chaparral MS	Chaparral MS	Chaparral HS	Chaparral HS				
Orchard Estates	30	0	28	6	1	13	6	7	Gadsden ES	Gadsden MS	Gadsden MS	Gadsden MS	Gadsden HS	Gadsden HS				
Las Flores - Phase 1	65	0	90	48	1	48	18	23	Vado ES	Gadsden MS	Gadsden MS	Gadsden MS	Gadsden HS	Gadsden HS				
Las Flores - Phase 2	32	0	44	44	0	23	9	11	Vado ES	Gadsden MS	Gadsden MS	Gadsden MS	Gadsden HS	Gadsden HS				
Vado New Horizons	99	0	87	87	-	37	25	25	Vado ES	Gadsden MS	Gadsden MS	Gadsden MS	Gadsden HS	Gadsden HS				
LAS VALENCIAS	720	0	249	282	2	121	59	66	La Union ES	Santa Teresa MS	Santa Teresa MS	Santa Teresa MS	Santa Teresa HS	Santa Teresa HS				
VILLA VALENCIA	235	0	92	92	10	141	78	31	La Union ES	Santa Teresa MS	Santa Teresa MS	Santa Teresa MS	Santa Teresa HS	Santa Teresa HS				
Santa Teresa Development	49	118	105	105	6	41	27	31	Santa Teresa ES	Santa Teresa MS	Santa Teresa MS	Santa Teresa MS	Santa Teresa HS	Santa Teresa HS				
Santa del Sol	853	0	539	539	21	219	120	179	Riverside	Santa Teresa MS	Santa Teresa MS	Santa Teresa MS	Santa Teresa HS	Santa Teresa HS				

Exhibit 2-16 GISD Planned Development Projected Student Production Model

## 2.3.6 Economic Trends

### Overview

Economic development in the “Borderplex,” which includes the cities of El Paso, Ciudad Juarez, and southern Doña Ana County, is diversified and dynamic. Doña Ana County total employment grew 2.3% per year on average from 1990 to 2011 and at 1.4% from 2010 to 2018.

State total employment reached a peak of 1.10M in 2008. Not until 2018, did jobs reach that level again, just topping it at 1.11M, signaling a slow recovery since the recession of 2008.

### Median household income

The U.S. Census Bureau’s American Community Survey (ACS) 2013-2017 estimated Gadsden Independent School District median household income was \$30,109, lower than the Las Cruces Public School District at \$43,114, but higher than the Hatch Valley School District, at \$21,840.

### Poverty Levels

In 2018, the ACS estimated that in GISD, 34.3% of households had income in the past 12 months below the poverty level. This total is higher than that of the Las Cruces school district at 17.3%, but lower than Hatch Valley school district’s total of 41.8%. (Source: U.S. Census, ACS 2013-2017). For GISD residents under 18 years of age, over half (54.4%) lived

in households that had income in the past 12 months below the poverty level.

### Employment and Unemployment

County employment grew by just over 10,000 jobs between 2008 and 2018, with an average annual growth rate of 0.28% during that time.

From 2010 to 2015, covered employment in Doña Ana County hovered around 86,500. Between 2015 and 2017, employment fluctuated before rising above the recent trend to over 91,000 in 2018.

Unemployment has fluctuated between 6,800 and 7,000 persons since 2012, but fell below 6,000 in 2018, however it still exceeds the state’s unemployment rate.

Comparing two different periods allows us to identify industry growth trends. From 2013 to 2015, the manufacturing sector lost nearly 450 jobs, transportation and warehousing gained 88 jobs, health care and social assistance grew by over 1,100 jobs and public sector jobs shrank by over 250 jobs.

More recently, between 2015 and 2017, manufacturing reversed losses to gain over 100 jobs, a potential sign that the industry is recovering. Transportation and warehousing picked up to gain close to 200 jobs indicating more robust growth in the sector.

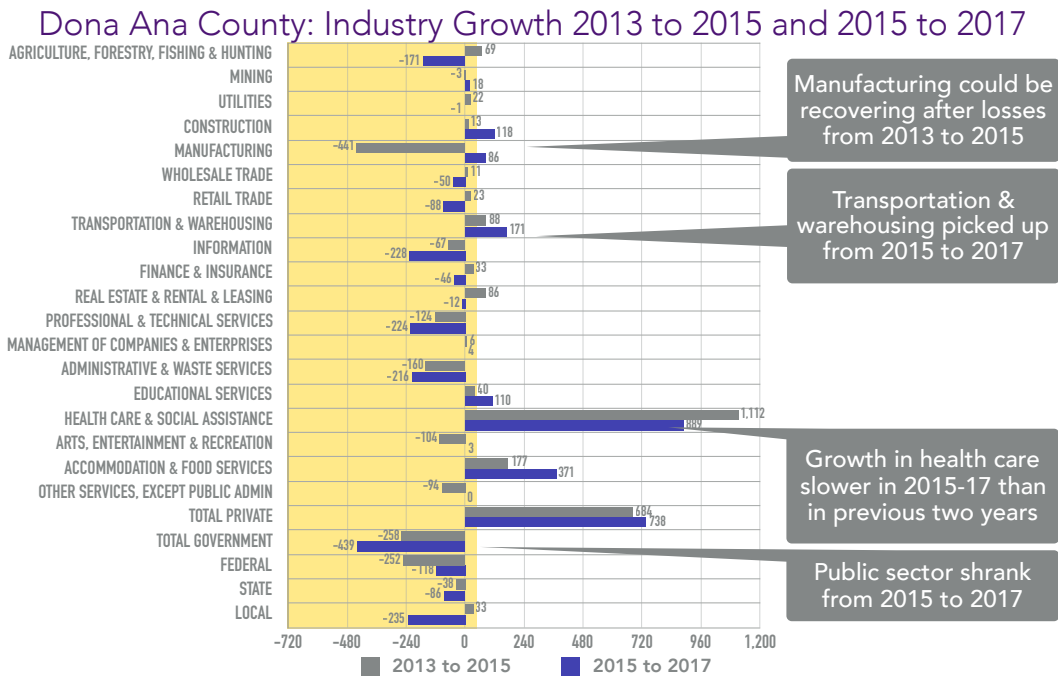
Health care and social assistance gained just under 900 compared to over 1,100 in

*Exhibit 2-17 County, State and U.S. Employment and Unemployment*

	2012	2013	2014	2015	2016	2017	2018
Dona Ana County Employment	86,905	86,671	86,632	86,665	88,156	87,360	91299
Dona Ana County Unemployment	6,839	7,028	6,864	6,862	6,845	6,445	5470
Dona Ana County Unemployment Rate	7.30%	7.50%	7.30%	7.30%	7.20%	6.90%	5.70%
New Mexico Unemployment Rate	7.10%	7.00%	6.70%	6.80%	6.70%	6.20%	4.80%
US Unemployment Rate	8.10%	7.40%	6.20%	5.30%	4.90%	4.40%	4.00%

Source: NMDWS, Local Area Unemployment Statistics program in conjunction with U.S. Bureau of Labor Statistics

**Exhibit 2-18**  
**Industry Growth**



4

**Exhibit 2-19**  
**Unemployment Rate**

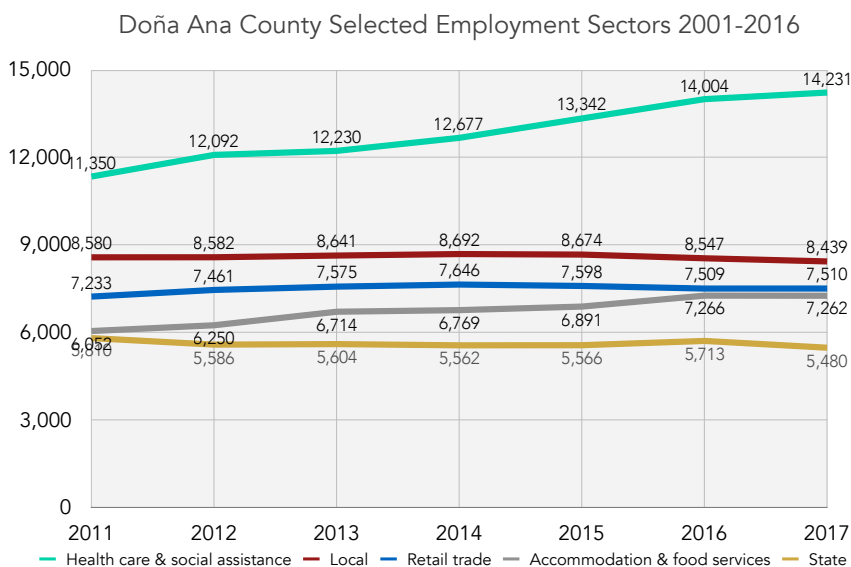


\*Seasonally adjusted.

NOTES: All New Mexico counties within the Federal Reserve's Eleventh District are counted as part of southern New Mexico. Las Cruces is excluded from southern New Mexico to better gauge unemployment levels outside the region's largest population center.

SOURCE: Bureau of Labor Statistics.

### Exhibit 2-20 County Employment Sector Chart



Source: U.S. Dept. of Labor, Bureau of Labor Statistics, Quarterly Census of Employment and Wages

the previous period, pointing to a potential slow-down in the health care industry’s rapid growth, though the industry is expected to continue to see gains in the coming years. Public sector jobs continued to take losses and at an even greater rate of close to 450 jobs in the two-year period for an overall loss over the whole four years of close to 700 public sector jobs.

#### Regional Trends

Virgin America’s Spaceport America is set to begin flight service in 2020 and has begun transferring staff and operations from its Mojave branch to Spaceport and Las Cruces, where the company set up headquarters in 2018. The company told New Mexico lawmakers they eventually expect to employ 128 employees, and Las Cruces will serve as the official gateway and the primary tourism and amenity destination for passengers.

Development of the Borderplex at Santa Teresa continues, though after 3 years of strong trade growth at the port, the volume slumped considerably after the direction of US trade policies began facing uncertainty in 2016. Development is expected to continue to grow in the future.

While both topics represent good news for the region and its economy, neither is likely to have significant effect on enrollment numbers in Gadsden schools.

#### *The Mesilla Valley Economic Development Alliance (MVEDA)*

*MVEDA* targets sectors in manufacturing and logistics, aerospace, renewable energy, business and financial services, technology, value-added agriculture, and digital media throughout the county.

## 2.4 Enrollment

The district maintains 16 elementary schools, four pre-kindergarten schools, three middle schools, four high schools, and one alternative school.

### 2.4.1 Historic Enrollment

District enrollment increased until a peak in 2010, and has steadily decreased since. Enrollment grew at an average annual rate of 1.4% from 1999 to 2005, and experienced an average loss of -0.94% per year from 2009-10 to 2019-20.

Middle and high school enrollment generally increased from 2000 to 2018, and elementary school growth began to fall after 2011.

### Early Childhood Education Programs

The four On-Track Pre-K programs in the district have grown substantially over the past four years. Growth is limited by the number of classrooms and state funding.

### 2.4.2 Enrollment Data

#### Historic Enrollment by Subarea

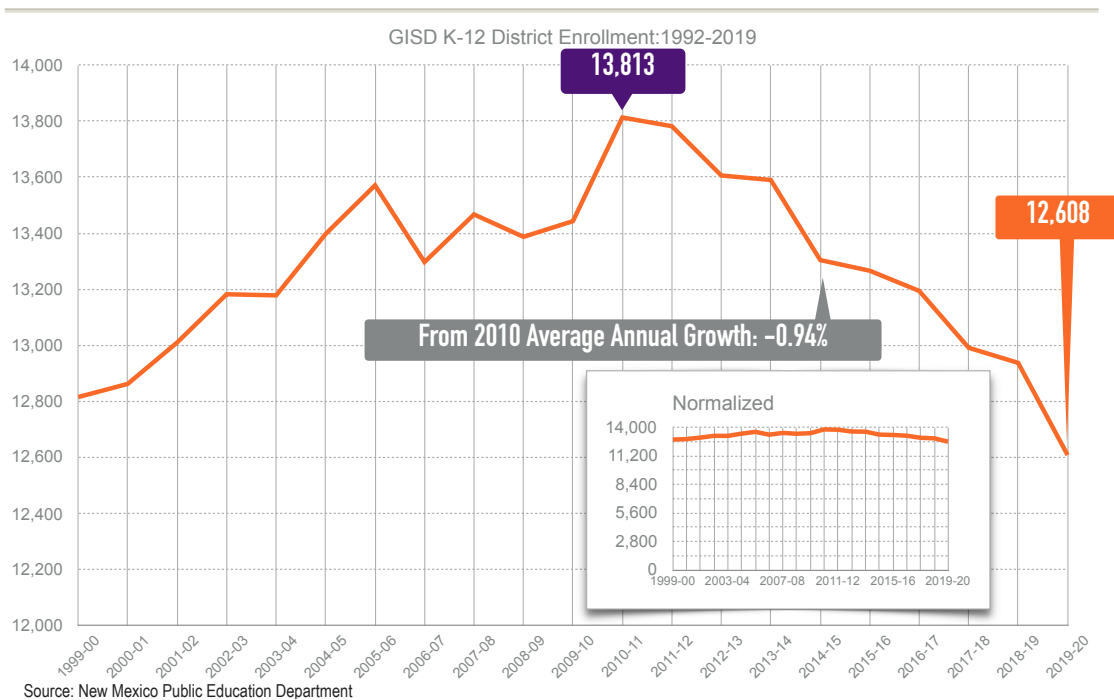
The following discussion divides the school district into four subareas to better track trends among schools that share similar geographic and community characteristics.

#### Historic Enrollment by Level

##### *Elementary Schools*

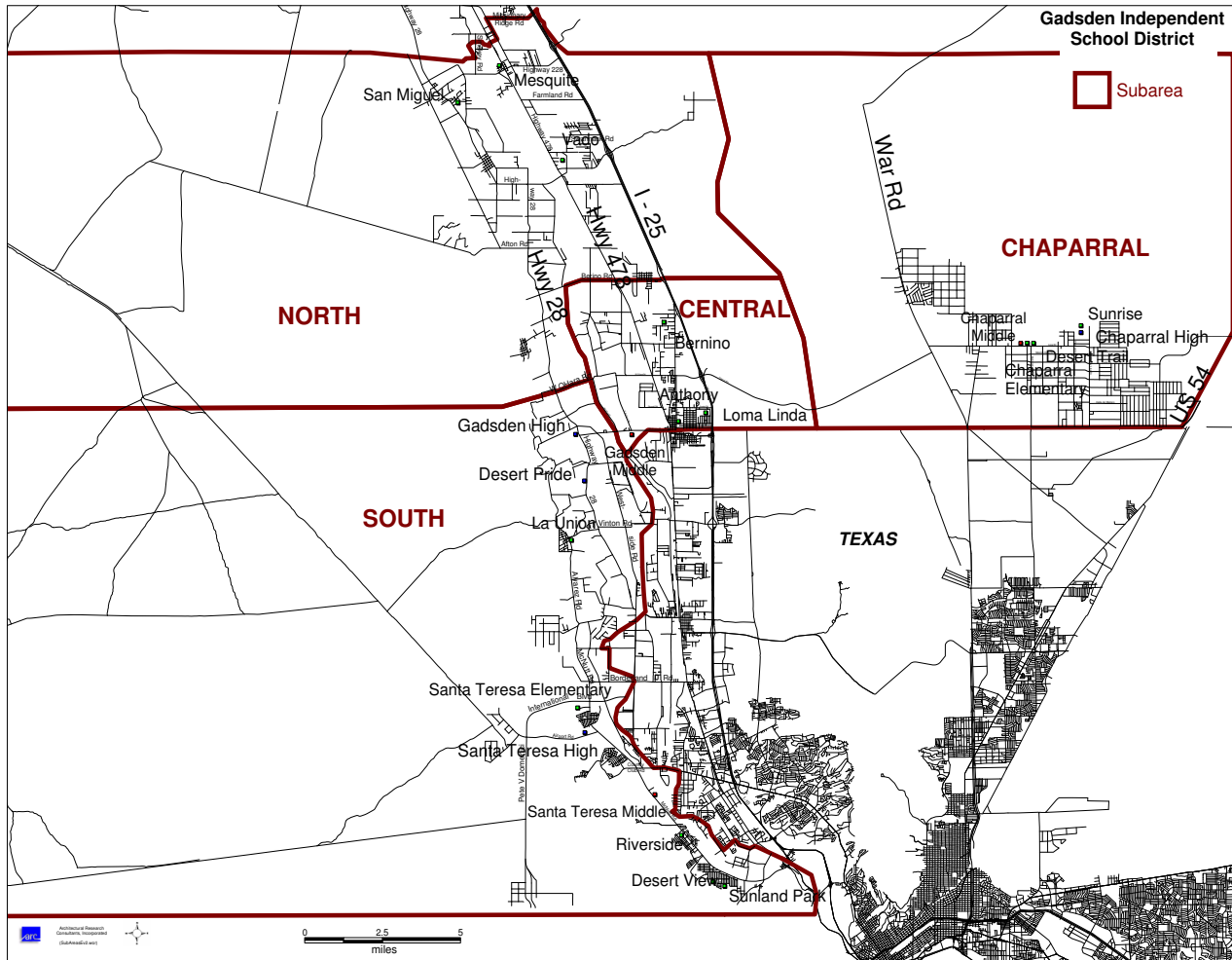
Enrollment in Gadsden elementary schools K-5th grades overall grew to a peak of almost

**Exhibit 2-21**  
*Total Historic K-12 Enrollment*



Source: New Mexico Public Education Department

*Exhibit 2-22*  
Gadsden School District Subareas



7,700 in the 2011-12 school year, but dropped by the 2019-20 school year to just below 6,550. Elementary school enrollment in all subareas areas has declined in the last decade

*Middle Schools*

Middle school attendance has been relatively steady since 1999, with a slight rise from 2009 to 2018. Although Santa Teresa Middle School is located in a growth area, it did not experience much growth. While Chaparral saw population decline since 2010, enrollment

grew. Gadsden Middle School enrollment has declined since 2005, but saw a slight uptick from 2017 to 2019.

*High Schools*

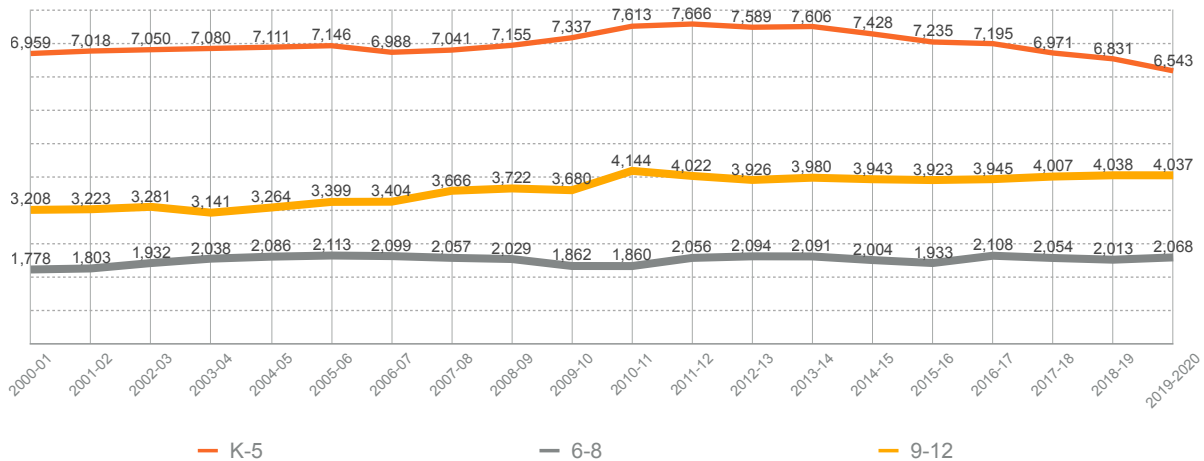
High school enrollment has fallen lightly from a peak in 2010. Santa Teresa and Chaparral High School enrollments grew from 1999 and 2010. Gadsden High School experienced some decline, due to the reassignment of students from Gadsden High School to Chaparral High School upon



*Exhibit 2-23 Historic Elementary Enrollment by Subarea*

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
<b>South Subarea</b>										
Desert View	517	537	513	514	508	486	486	479	472	445
La Union	278	257	256	263	271	298	303	293	288	314
Riverside	691	671	635	666	634	586	590	579	587	535
Santa Teresa	593	618	659	666	626	612	581	564	586	514
Sunland Park	358	364	347	333	341	300	299	259	258	247
<b>Subtotal</b>	<b>2,437</b>	<b>2,447</b>	<b>2,410</b>	<b>2,442</b>	<b>2,380</b>	<b>2,282</b>	<b>2,259</b>	<b>2,174</b>	<b>2,191</b>	<b>2,055</b>
<i>Change</i>	1	10	-37	32	-62	-98	-23	-85	17	-136
<i>% Change</i>	0.0%	0.4%	-1.5%	1.3%	-2.5%	-4.1%	-1.0%	-3.8%	0.8%	-6.2%
<b>Central Subarea</b>										
Anthony	432	409	410	409	414	399	369	383	379	382
Berino	545	563	524	507	501	460	486	448	422	416
Gadsden	516	541	525	531	504	492	504	507	489	448
Loma Linda	420	476	485	456	383	352	357	345	349	325
<b>Subtotal</b>	<b>1,913</b>	<b>1,989</b>	<b>1,944</b>	<b>1,903</b>	<b>1,802</b>	<b>1,703</b>	<b>1,716</b>	<b>1,683</b>	<b>1,639</b>	<b>1,571</b>
<i>Change</i>	-5	76	-45	-41	-101	-99	13	-33	-44	-68
<i>% Change</i>	-0.3%	4.0%	-2.3%	-2.1%	-5.3%	-5.5%	0.8%	-1.9%	-2.6%	-4.1%
<b>North Subarea</b>										
La Mesa										
Mesquite	422	382	392	361	357	350	321	283	298	312
North Valley	416	409	402	409	385	375	382	359	323	308
San Miguel										
Vado	449	450	453	462	444	439	442	436	401	400
<b>Subtotal</b>	<b>1,287</b>	<b>1,241</b>	<b>1,247</b>	<b>1,232</b>	<b>1,186</b>	<b>1,164</b>	<b>1,145</b>	<b>1,078</b>	<b>1,022</b>	<b>1,020</b>
<i>Change</i>	-11	-46	6	-15	-46	-22	-19	-67	-56	-2
<i>% Change</i>	-0.8%	-3.6%	0.5%	-1.2%	-3.7%	-1.9%	-1.6%	-5.9%	-5.2%	-0.2%
<b>Chaparral Area</b>										
Chaparral	731	723	721	713	698	711	529	504	492	463
Desert Trail	707	784	838	881	898	907	530	507	497	464
Sunrise	538	519	494	484	464	468	459	413	407	396
Yucca Heights							557	612	583	574
<b>Subtotal</b>	<b>1,976</b>	<b>2,026</b>	<b>2,053</b>	<b>2,078</b>	<b>2,060</b>	<b>2,086</b>	<b>2,075</b>	<b>2,036</b>	<b>1,979</b>	<b>1,897</b>
<i>Change</i>	65	50	27	25	-18	26	-11	-39	-57	-82
<i>% Change</i>	3.4%	2.5%	1.3%	1.2%	-0.9%	1.3%	-0.5%	-1.9%	-2.8%	-4.1%
<b>Total</b>	<b>7,613</b>	<b>7,703</b>	<b>7,654</b>	<b>7,655</b>	<b>7,428</b>	<b>7,235</b>	<b>7,195</b>	<b>6,971</b>	<b>6,831</b>	<b>6,543</b>
<i>Change</i>	50	90	-49	1	-227	-193	-40	-224	-140	-288
<i>% Change</i>	0.7%	1.2%	-0.6%	0.0%	-3.0%	-2.6%	-0.6%	-3.1%	-2.0%	-4.2%

*Exhibit 2-24 Historic Enrollment by Level*



Chaparral's opening in 2005. All three high schools experienced stable enrollment from 2012 to 2014. Gadsden High School grew at a negative rate from 2009 to 2019 (-1.32% average annually), while Chaparral and Santa Teresa enrollment grew very slightly (1.37% and 0.09% average annually, respectively).

## Summary of Drivers of Future Enrollment

Multiple factors suggest declining enrollment:

- Declining births and birth rates
  - Decline in school-aged populations
- District population is growing, but the region has experienced a sharp decline in the growth rate.
- Even during the economic downturn, employment trends have been mainly positive in El Paso, and in Doña Ana County, Santa Teresa and Las Cruces. With Union Pacific and other major job-generators, southern Doña Ana County has performed better than other metropolitan areas in New Mexico.
- New housing development has been steady, although at a lower level of activity than in the past. However, activity is expected to remain steady or increase somewhat with subdivisions in the Santa Teresa and Chaparral areas, and grow somewhat in the valley.
- Fort Bliss expansion is complete, and White Sands expects no significant changes in the near-future.
- Ciudad Juarez maquiladoras are growing, generally improving the regional economy.
- Immigration of residents from Mexico to the U.S. has declined.
- From 2005 to 2010, GISD enrollment generally increased, but declined sharply

through 2019.

- Increased border tightening has diminished the seasonal worker population.
- Federal immigration policy changes are promoting a mass out-migration of Mexican immigrants and are tightening the border to limit the number of Mexican and South American immigrants entering the U.S.
- NAFTA has been re-negotiated (as the USMCA), but ramifications as yet unclear.

## 2.4.3 District Enrollment Projections

Most recent ARC projections were reflective of actual enrollment.

- Projections published in 2018 projected 2019-20 enrollment at 12,603; actual enrollment in 2019-20 was 12,608

District enrollment projections are based on a cohort survival method, which is the standard for projecting school enrollments. This method:

- Tracks the number of students in a cohort (a group of students in a certain age group who move together through one grade level to the next) through past grades.
- Calculates survival rates (ratios of the number of students who remain from one year to the next), based on historical enrollments.
- Calculates future enrollments using prevailing birth rates (for kindergarten) and average survival rates (for other grades).

As warranted, we adjust ratios to reflect major factors identified during the growth analysis. Factored into the projections were dynamics such as major new developments in the assignment areas, new school programs,

and new private or charter schools expected to attract current public school students. This method provides a projection range that typically incorporates future actual enrollment for five to seven years.

ARC projects elementary school (K-6) enrollment will decline slowly over the next 10 years, while middle school and high school enrollment will remain largely steady, even rising slightly in high schools.

According to the mid-range projections, regular elementary school K-6 enrollment will decline at a slow average annual rate of  $-.14\%$ , but will vary by subarea, with very slow decline in the southern part of the district, and some decline in the Central and North Subareas.

Based on these allocations, ARC adjusted the Subarea elementary school projections, as shown in the exhibit below.

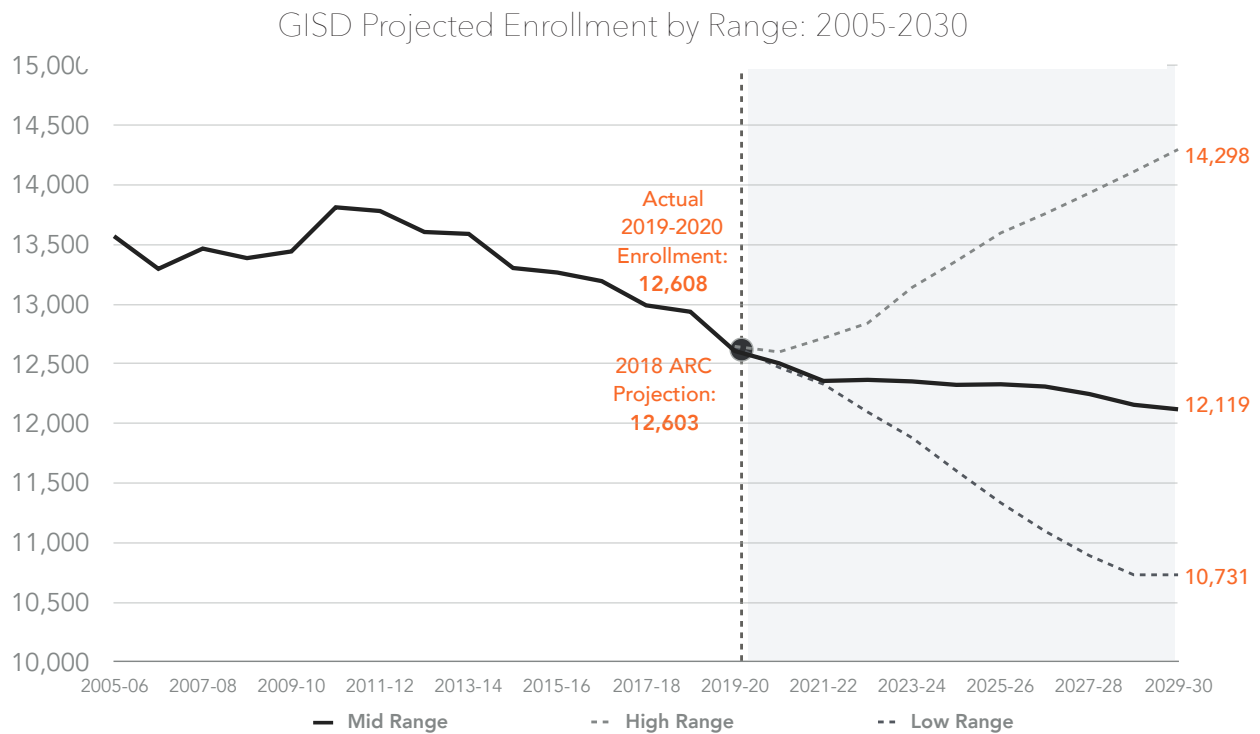
Tables and charts detailing historic and mid-range enrollment projections by subarea for elementary schools, as well as projections for middle and high schools, and by grade for the entire school district are included in the following pages.

## Conclusion

Current mid-range enrollment projections show continuing decline for the next several years following the previous four-year trend, then some recovery. Contributing factors include projections for increasing county population, expected stabilization in birth rates and employment increases bringing new residents into the district.

District enrollment will continue to decline as a result of low and recent declines in births and birth rates before experiencing slight

**Exhibit 2-25**  
**K-12 Enrollment Projections by Range**

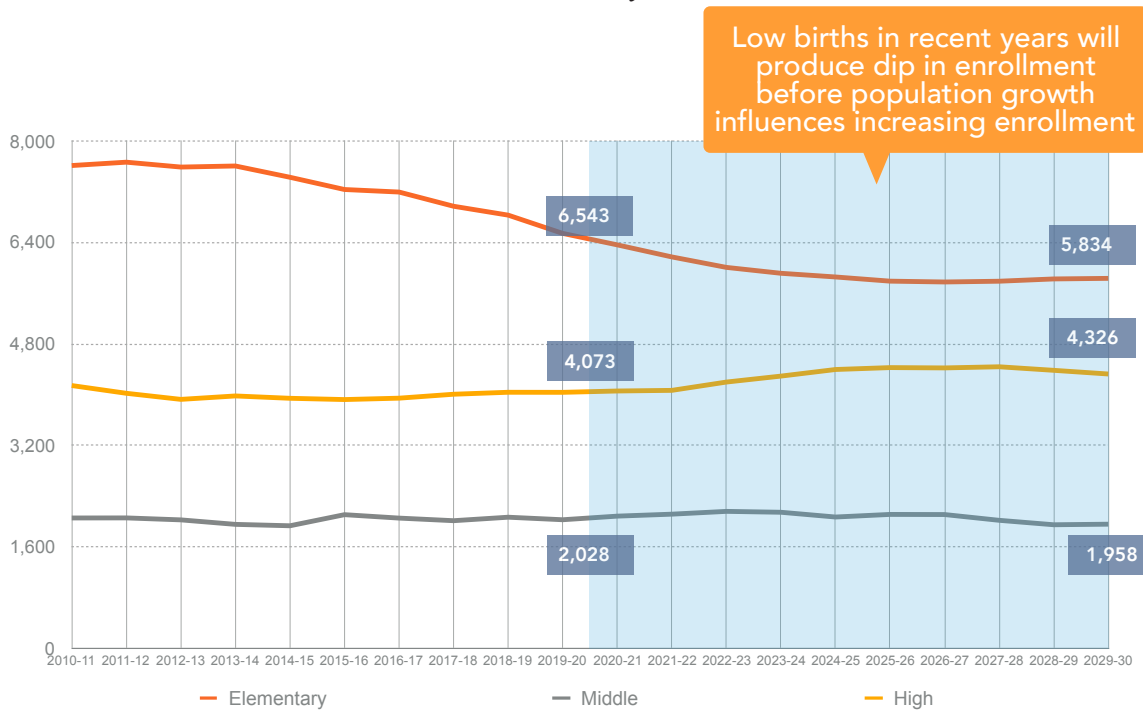


*Exhibit 2-26 Projected Elementary Enrollment by Subarea*

<b>South Subarea</b>	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Desert View	445	447	433	414	404	403	407	395	394	395	395
La Union	314	322	329	326	325	312	299	284	282	283	283
Riverside	535	514	490	463	443	442	434	428	427	428	428
Santa Teresa	514	529	531	538	526	518	494	523	521	523	523
Sunland Park	247	234	239	229	229	236	225	221	221	221	221
<b>Subtotal</b>	<b>2,055</b>	<b>2,047</b>	<b>2,023</b>	<b>1,970</b>	<b>1,926</b>	<b>1,911</b>	<b>1,860</b>	<b>1,852</b>	<b>1,845</b>	<b>1,850</b>	<b>1,850</b>
<i>Change</i>	-136	-8	-24	-52	-44	-16	-51	-8	-6	5	0
<i>% Change</i>	-6.2%	-0.4%	-1.2%	-2.6%	-2.2%	-0.8%	-2.7%	-0.4%	-0.4%	0.3%	0.0%
<b>Central Subarea</b>											
Anthony	382	372	359	353	353	338	330	325	324	325	325
Berino	416	396	369	358	343	330	330	322	321	321	322
Gadsden	448	437	429	427	415	403	392	385	384	385	386
Loma Linda	325	305	290	277	263	250	246	252	251	252	252
<b>Subtotal</b>	<b>1,571</b>	<b>1,510</b>	<b>1,448</b>	<b>1,414</b>	<b>1,374</b>	<b>1,322</b>	<b>1,299</b>	<b>1,285</b>	<b>1,281</b>	<b>1,284</b>	<b>1,285</b>
<i>Change</i>	-68	-61	-62	-33	-41	-52	-23	-14	-4	3	1
<i>% Change</i>	-4.1%	-3.9%	-4.1%	-2.3%	-2.9%	-3.8%	-1.7%	-1.1%	-0.3%	0.3%	0.1%
<b>North Subarea</b>											
La Mesa											
Mesquite	312	296	280	257	247	242	236	224	224	224	225
North Valley	308	293	285	288	269	262	261	253	252	253	253
San Miguel											
Vado	400	380	375	358	338	343	330	326	325	326	326
<b>Subtotal</b>	<b>1,020</b>	<b>970</b>	<b>941</b>	<b>903</b>	<b>855</b>	<b>846</b>	<b>827</b>	<b>803</b>	<b>801</b>	<b>803</b>	<b>804</b>
<i>Change</i>	-2	-50	-29	-38	-48	-9	-19	-24	-2	2	0
<i>% Change</i>	-0.2%	-4.9%	-3.0%	-4.1%	-5.3%	-1.0%	-2.2%	-2.9%	-0.3%	0.3%	0.1%
<b>Chaparral Area</b>											
Chaparral	463	432	416	405	412	418	420	430	438	445	445
Desert Trail	464	453	444	433	429	425	439	446	444	445	446
Sunrise	396	383	361	343	355	359	373	376	385	393	397
Yucca Heights	574	567	540	539	564	575	572	586	595	604	608
<b>Subtotal</b>	<b>1,897</b>	<b>1,835</b>	<b>1,761</b>	<b>1,719</b>	<b>1,759</b>	<b>1,777</b>	<b>1,804</b>	<b>1,838</b>	<b>1,862</b>	<b>1,887</b>	<b>1,895</b>
<i>Change</i>	-82	-62	-74	-41	40	18	27	34	24	26	8
<i>% Change</i>	-4.1%	-3.3%	-4.0%	-2.4%	2.3%	1.0%	1.5%	1.9%	1.3%	1.4%	0.4%
<b>Total</b>	<b>6,543</b>	<b>6,362</b>	<b>6,172</b>	<b>6,007</b>	<b>5,914</b>	<b>5,856</b>	<b>5,790</b>	<b>5,777</b>	<b>5,789</b>	<b>5,825</b>	<b>5,834</b>

increases later in the decade as a result of overall population growth.

*Exhibit 2-27 Enrollment by School Level*



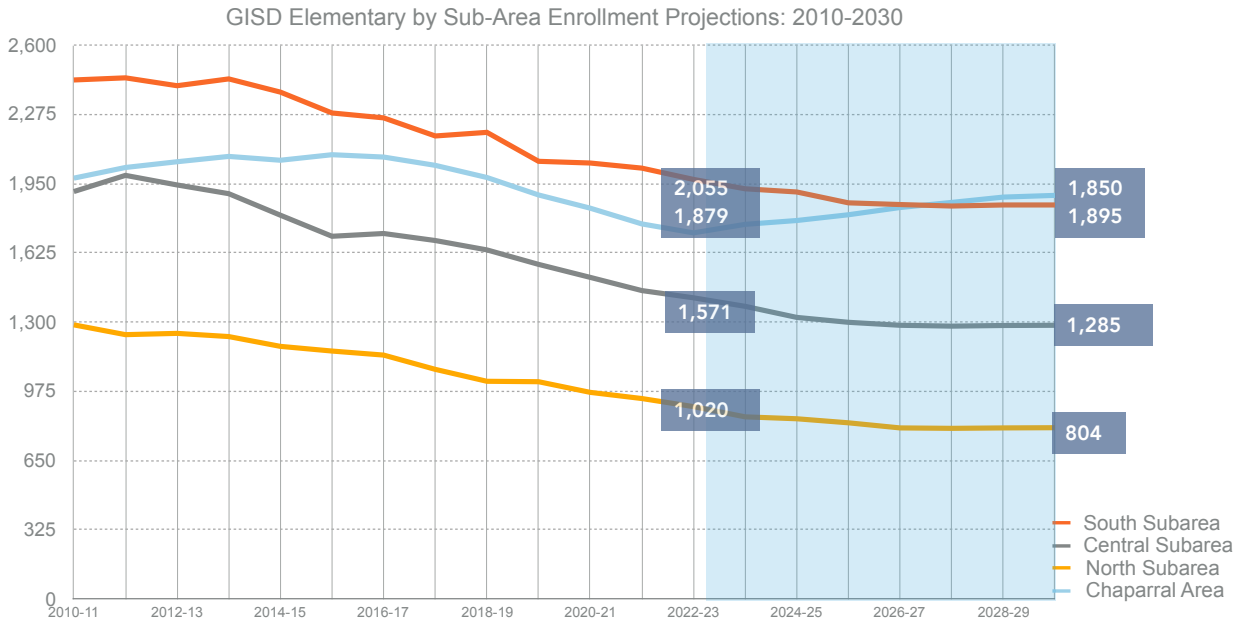
*Exhibit 2-28 Enrollment by Grade*

**GISD Enrollment: Regular Schools**

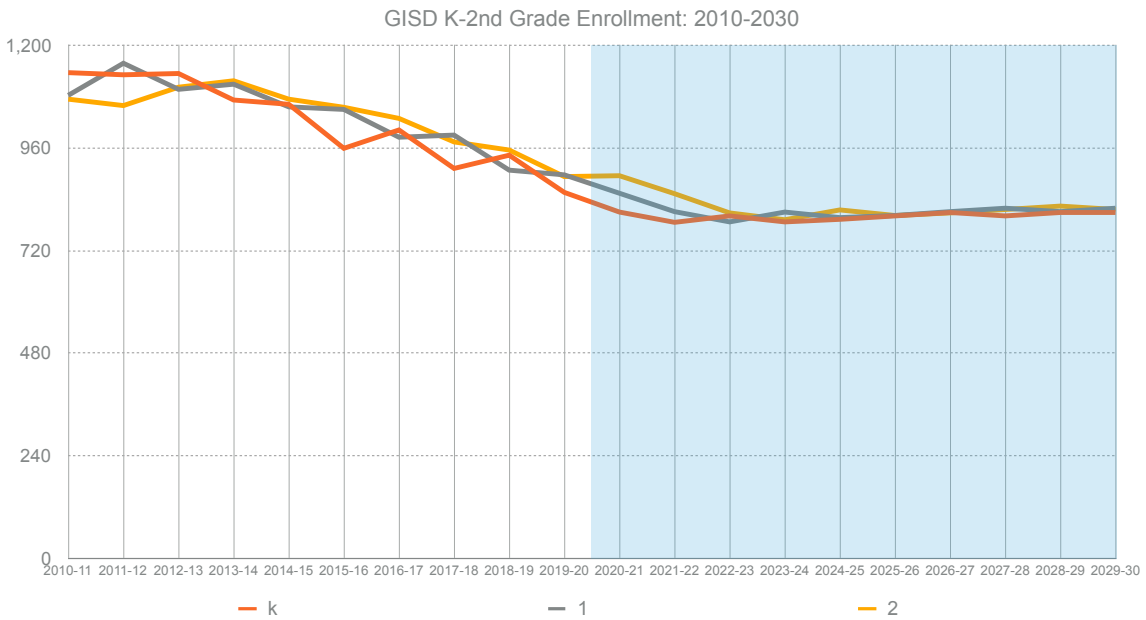
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
On Track Pre-K	104	406	412	403	405	410	414	410	414	414	418
3Y	50	40	39	39	39	40	39	40	40	40	40
4Y	22	69	69	68	68	69	70	69	70	70	70
Kindergarten	856	810	786	801	787	793	801	809	801	809	809
01	897	854	811	787	810	797	802	811	819	811	819
02	893	895	853	808	792	815	802	808	816	824	816
03	943	900	902	857	823	807	832	818	824	832	841
04	970	943	902	905	866	834	818	844	830	836	845
05	985	970	941	902	916	874	843	828	854	841	846
06	999	991	977	947	920	935	891	860	845	872	858
07	1,001	1,035	1,030	1,053	1,015	991	1,031	986	942	924	953
08	1,027	1,050	1,086	1,108	1,131	1,080	1,081	1,124	1,077	1,024	1,005
09	1,013	1,024	1,047	1,083	1,105	1,128	1,077	1,078	1,120	1,074	1,022
10	967	1,027	1,039	1,063	1,099	1,121	1,145	1,093	1,093	1,137	1,090
11	1,018	940	997	1,009	1,032	1,067	1,089	1,111	1,061	1,062	1,104
12	1,039	1,067	984	1,043	1,057	1,081	1,117	1,140	1,164	1,111	1,112
<b>Total Including 3Y &amp; 4Y</b>	<b>12,680</b>	<b>12,613</b>	<b>12,465</b>	<b>12,472</b>	<b>12,461</b>	<b>12,433</b>	<b>12,438</b>	<b>12,418</b>	<b>12,357</b>	<b>12,267</b>	<b>12,230</b>
<b>Total K-12</b>	<b>12,608</b>	<b>12,505</b>	<b>12,357</b>	<b>12,366</b>	<b>12,353</b>	<b>12,324</b>	<b>12,329</b>	<b>12,310</b>	<b>12,247</b>	<b>12,157</b>	<b>12,119</b>
	-2.5%	-0.8%	-1.2%	0.1%	-0.1%	-0.2%	0.0%	-0.2%	-0.5%	-0.7%	-0.3%
<b>C+D</b>											
<b>ES w/ 3Y and 4Y</b>	6,615	6,470	6,280	6,114	6,022	5,965	5,899	5,886	5,898	5,934	5,945
<b>ES w/o 3Y and 4Y</b>	6,543	6,362	6,172	6,007	5,914	5,856	5,790	5,777	5,789	5,825	5,834
<b>MS</b>	2,028	2,085	2,116	2,160	2,146	2,071	2,112	2,110	2,019	1,949	1,958
<b>HS</b>	4,037	4,058	4,068	4,199	4,293	4,397	4,428	4,422	4,439	4,384	4,327
<b>Total</b>	<b>12,608</b>	<b>12,505</b>	<b>12,357</b>	<b>12,366</b>	<b>12,353</b>	<b>12,324</b>	<b>12,329</b>	<b>12,310</b>	<b>12,247</b>	<b>12,157</b>	<b>12,119</b>
	<b>12,680</b>	<b>12,613</b>	<b>12,465</b>	<b>12,472</b>	<b>12,461</b>	<b>12,433</b>	<b>12,438</b>	<b>12,418</b>	<b>12,357</b>	<b>12,267</b>	<b>12,230</b>

Projections for future On-Track and PreK enrollment are based on current programming and are subject to change due to funding and programmatic changes that are not reflective of births or demographic trends and are therefore beyond the scope of these projections.

**Exhibit 2-29** *Historic & Projected ES Enrollment by Subarea (does not include 3Y, 4Y, or "other" schools)*

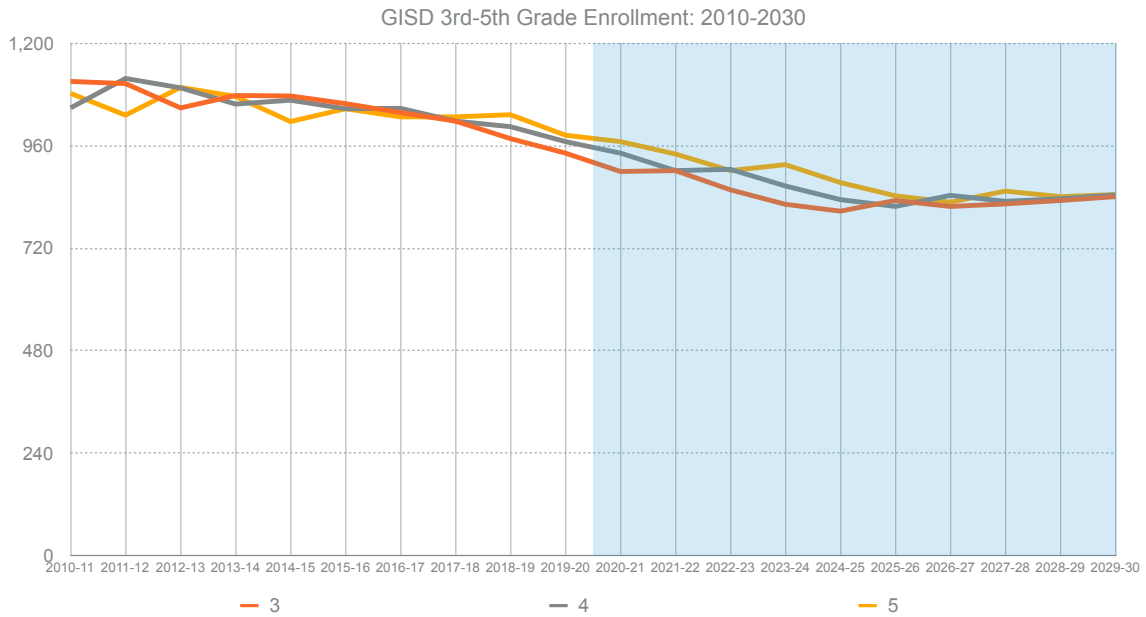


**Exhibit 2-30** *Historic ES Enrollment Trends by Graded K-2*



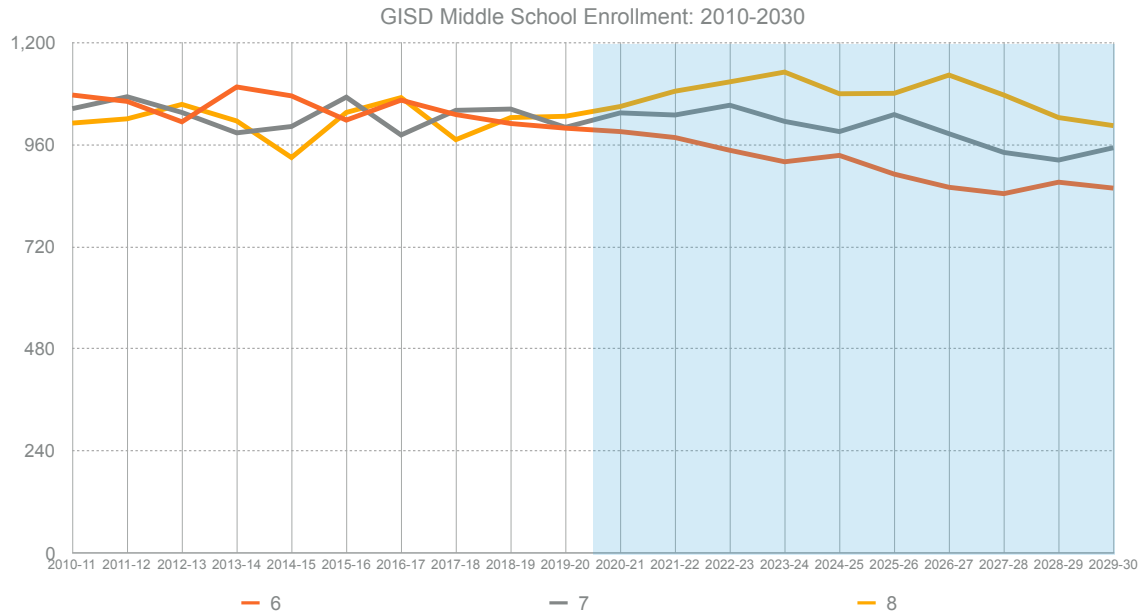
Source: New Mexico Public Education Department

**Exhibit 2-31 Historic ES Enrollment Trends by Grades 3-5**



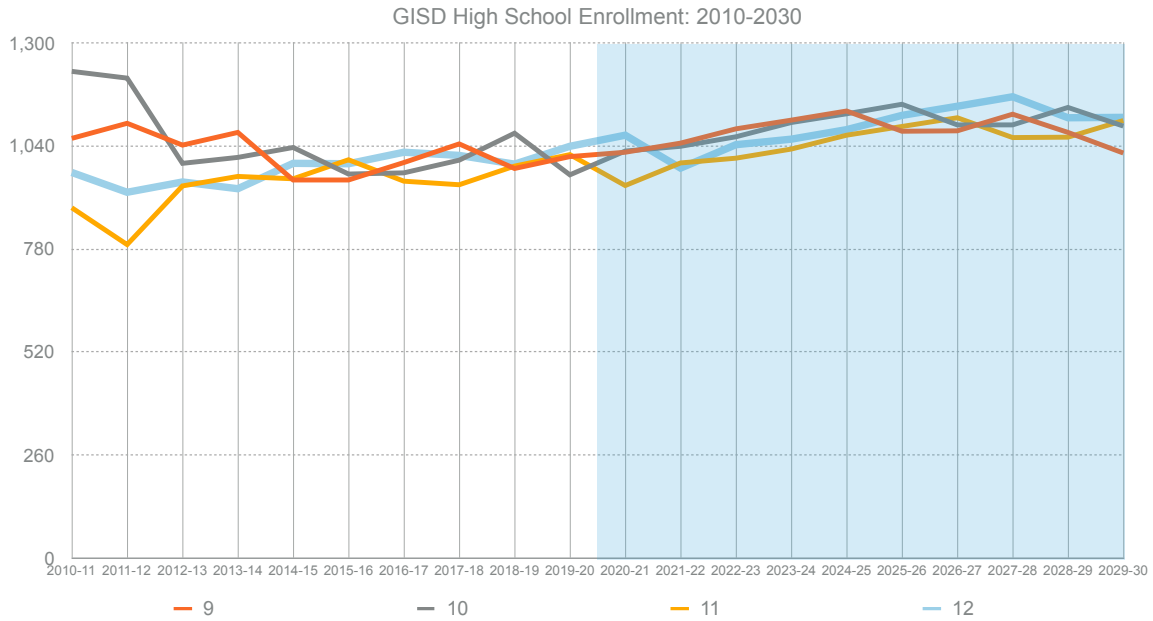
Source: New Mexico Public Education Department

**Exhibit 2-32 Historic MS Enrollment**



Source: New Mexico Public Education Department

**Exhibit 2-33 Historic HS Enrollment**



Source: New Mexico Public Education Department

**Exhibit 2-34 Historic GISD Enrollment by Grade**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>PK</b>	576	480	534	430	430	490	0	545	523	542	104
<b>3Y</b>		0	0	81	62	77	116	76	82	69	50
<b>4Y</b>	289	127	134	168	142	135	169	150	49	32	22
<b>K</b>	1,016	1,136	1,131	1,134	1,072	1,062	959	1,002	912	943	856
<b>1</b>	1,131	1,083	1,158	1,097	1,109	1,056	1,050	985	990	908	897
<b>2</b>	1,101	1,074	1,059	1,102	1,117	1,074	1,055	1,029	974	955	893
<b>3</b>	1,021	1,111	1,106	1,049	1,078	1,077	1,059	1,038	1,018	977	943
<b>4</b>	1,044	1,049	1,118	1,096	1,058	1,067	1,047	1,048	1,018	1,005	970
<b>5</b>	1,038	1,083	1,032	1,097	1,076	1,017	1,047	1,028	1,028	1,033	985
<b>6</b>	986	1,077	1,062	1,014	1,096	1,075	1,018	1,065	1,031	1,010	999
<b>7</b>	957	1,045	1,073	1,036	988	1,003	1,072	983	1,041	1,044	1,001
<b>8</b>	903	1,011	1,021	1,055	1,016	930	1,036	1,071	972	1,024	1,027
<b>9</b>	1,091	1,059	1,097	1,042	1,074	954	954	998	1,045	983	1,013
<b>10</b>	946	1,228	1,211	996	1,011	1,036	969	972	1,004	1,072	967
<b>11</b>	891	884	791	939	963	957	1,005	951	942	989	1,018
<b>12</b>	752	973	923	949	932	996	995	1,024	1,016	994	1,039
<b>PREK-12</b>	<b>13,732</b>	<b>13,940</b>	<b>13,916</b>	<b>13,855</b>	<b>13,794</b>	<b>13,516</b>	<b>13,551</b>	<b>13,420</b>	<b>13,122</b>	<b>13,038</b>	<b>12,680</b>
<b>K-12</b>	<b>13,443</b>	<b>13,813</b>	<b>13,782</b>	<b>13,606</b>	<b>13,590</b>	<b>13,304</b>	<b>13,266</b>	<b>13,194</b>	<b>12,991</b>	<b>12,937</b>	<b>12,608</b>



*Exhibit 2-35 Projected GISD Enrollment by Grade*

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>PK</b>	104	406	412	403	405	410	414	410	414	414	418
<b>3Y</b>	50	40	39	39	39	40	39	40	40	40	40
<b>4Y</b>	22	69	69	68	68	69	70	69	70	70	70
<b>K</b>	856	810	786	801	787	793	801	809	801	809	809
<b>1</b>	897	854	811	787	810	797	802	811	819	811	819
<b>2</b>	893	895	853	808	792	815	802	808	816	824	816
<b>3</b>	943	900	902	857	823	807	832	818	824	832	841
<b>4</b>	970	943	902	905	866	834	818	844	830	836	845
<b>5</b>	985	970	941	902	916	874	843	828	854	841	846
<b>6</b>	999	991	977	947	920	935	891	860	845	872	858
<b>7</b>	1,001	1,035	1,030	1,053	1,015	991	1,031	986	942	924	953
<b>8</b>	1,027	1,050	1,086	1,108	1,131	1,080	1,081	1,124	1,077	1,024	1,005
<b>9</b>	1,013	1,024	1,047	1,083	1,105	1,128	1,077	1,078	1,120	1,074	1,022
<b>10</b>	967	1,027	1,039	1,063	1,099	1,121	1,145	1,093	1,093	1,137	1,090
<b>11</b>	1,018	940	997	1,009	1,032	1,067	1,089	1,111	1,061	1,062	1,104
<b>12</b>	1,039	1,067	984	1,043	1,057	1,081	1,117	1,140	1,164	1,111	1,112
<b>K-12</b>	<b>12,608</b>	<b>12,505</b>	<b>12,357</b>	<b>12,366</b>	<b>12,353</b>	<b>12,324</b>	<b>12,329</b>	<b>12,310</b>	<b>12,247</b>	<b>12,157</b>	<b>12,119</b>
<b>PREK-12</b>	<b>12,680</b>	<b>12,613</b>	<b>12,465</b>	<b>12,472</b>	<b>12,461</b>	<b>12,433</b>	<b>12,438</b>	<b>12,418</b>	<b>12,357</b>	<b>12,267</b>	<b>12,230</b>









Exhibit 2-48 Historic & Projected Enrollment by Grade: Sunland Park Elementary

Table showing enrollment data for Sunland Park Elementary from 2008-09 to 2029-30. Columns include years and rows include grades 3Y, 4Y, Kindergarten, 01-06, and Spec Ed C/D. Total enrollment without 3Y and 4Y is projected to decrease from 383 in 2008-09 to 221 in 2029-30.

Exhibit 2-49 Historic & Projected Enrollment by Grade: Sunrise Elementary

Table showing enrollment data for Sunrise Elementary from 2008-09 to 2029-30. Columns include years and rows include grades 3Y, 4Y, Kindergarten, 01-07, and Spec Ed C/D. Total enrollment without 3Y and 4Y is projected to decrease from 507 in 2008-09 to 397 in 2029-30.

Exhibit 2-50 Historic & Projected Enrollment by Grade: Vado Elementary

Table showing enrollment data for Vado Elementary from 2008-09 to 2029-30. Columns include years and rows include grades 3Y, 4Y, Kindergarten, 01-06, and Spec Ed C/D. Total enrollment without 3Y and 4Y is projected to decrease from 462 in 2008-09 to 326 in 2029-30.

Exhibit 2-51 Historic & Projected Enrollment by Grade: Yucca Heights Elementary

Table showing enrollment data for Yucca Heights Elementary from 2008-09 to 2029-30. Columns include years and rows include grades 3Y, 4Y, Kindergarten, 1-7, and Spec Ed C/D. Total enrollment without 3Y and 4Y is projected to increase from 0 in 2008-09 to 608 in 2029-30.



*Exhibit 2-58 Historic & Projected Enrollment by Grade: Alta Vista Early College High School*

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
ALTA VISTA EARLY COLLEGE HIGH SCHOOL	74	32	49	51	49	61	52	54	55	57	58	55	55	57	55	52
ALTA VISTA EARLY COLLEGE HIGH SCHOOL	48	69	32	42	45	41	58	50	51	53	54	55	53	53	55	53
ALTA VISTA EARLY COLLEGE HIGH SCHOOL	18	35	66	26	41	43	37	53	45	46	48	49	50	48	48	49
ALTA VISTA EARLY COLLEGE HIGH SCHOOL	0	15	34	62	24	41	41	35	50	43	44	45	46	47	45	45
	<b>140</b>	<b>151</b>	<b>181</b>	<b>181</b>	<b>159</b>	<b>186</b>	<b>189</b>	<b>191</b>	<b>202</b>	<b>199</b>	<b>203</b>	<b>204</b>	<b>204</b>	<b>205</b>	<b>203</b>	<b>199</b>



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## 2.5 Utilization and Capacity

*This section identifies:*

- *Existing and projected classroom needs to accommodate projected enrollment*
- *Student capacity of each school site*
- *Special factors influencing classroom use*
- *Strategies to accommodate district needs*

### Summary of Changes

Yucca Heights Elementary School relieved crowding at Chaparral Elementary School, Desert Trail Elementary School, and Sunrise Elementary School. These schools now have student populations below 550, as directed by the district. However, Yucca Heights Elementary School has more than 550 students as shown in the 2019 40-day count.

The district should continue to monitor Yucca Heights although expectations are for a decrease in population.

The 2015 capacity study indicates a slightly declining student population in the Chaparral area through 2027. These schools have capacity for the current student population and room for additional students in each classroom, if that population unexpectedly increases before 2027.

### 2.5.1 Existing and Projected Utilization and Classroom Needs Analysis

See Section 4 Appendix for updated Utilization and Classroom Needs for Early College High School.

### 2.5.2 School Site Capacity

This section has no changes.

### 2.5.3 Special Factors Influencing Classroom Use

This section has no changes.

### 2.5.4 Strategies Considered to Meet Needs

This section has no changes.

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## 2.6 Technology

This section has no changes.

---

### 2.7(1) Energy Management

This section has no changes.

---

### 2.7(2) Preventive Maintenance Plan

Please see the Appendix for the district's Preventive Maintenance Plan for 2019/20.

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## 2.8 Capital Funding

### 2.8.1 Capital Funding History

Exhibit 2-52 shows an overview of projects since 2017.

## 2.8.2 Resources Available

Voters passed a G.O. bond in February of 2018 for \$38 million. GISD is currently bonded at 77% capacity. Each year, approximately \$9.5 million are allocated for capital projects and \$2 million in bonds are issued for educational technology notes.

RBC Capital manages GISD's G.O. bonds. The contact is Regina Gaysina, 6301 Uptown Boulevard, Albuquerque NM 87110, (505) 872-5992.

### Exhibit 2-59 Construction History

Gadsden Independent School District Construction History 2019-2020				
Location	Project	Funding	Completed	Notes
Anthony PreK	Windows	District/PSCOC	Working	Est. completion 9/20
Chaparral PreK	Fencing	District/PSCOC	Working	Est. completion 4/20
Chaparral HS	Old gym HVAC convert to A/C	District	Working	Est. completion 3/20
Desert Pride	Kitchen Addition	District	Working	In design/est. completion 9/20
Gadsden HS	Boys gym renovation	District	Working	Est. completion 12/19
La Union ES	Security upgrades, doors and vestibule	District/PSCOC	Working	Est. completion 1/20
Loma Linda ES	HVAC	District/PSCOC	Working	Est. completion 8/20
Peak (Residential Treatment Center)	Restrooms	District	Working	In design / TBD
Santa Teresa MS	Locker Room Addition	District	Working	In design/est. completion 9/20
Santa Teresa HS	Security upgrades, windows	District/PSCOC	Working	Est. completion 9/20
Santa Teresa HS	PA upgrades	District	Working	Est. completion 9/20
PPD	Waste Water Treatment Plant Upgrade	District	Working	Est. completion 1/20
PPD	Parking Lot Improvements, ponding area and shade		Dec-19	Need 11 month walk through
Mesquite ES	HVAC system upgrade		Dec-19	Need 11 month walk through
Riverside ES	Metal Roof Replacement		Dec-19	Need 11 month walk through
Anthony PreK	Student / Parent drop off		Nov-19	Need 11 month walk through
GAC	IT refrigeration		Nov-19	Need 11 month walk through
Desert Trail ES	HVAC system upgrade		Oct-19	Need 11 month walk through
Gadsden MS	SpEd CR renovation		Sep-19	Need 11 month walk through
Santa Teresa ES	Re-piping Geothermal system		Aug-19	Need 11 month walk through
Santa Teresa MS	Parent drop off		Aug-19	Need 11 month walk through
Santa Teresa HS	Door and hardware replacement		Aug-19	Need 11 month walk through
GAC	Door handle replacement		Aug-19	Need 11 month walk through
La Mesa Pre-K	Re-roof and storage renovations		Aug-19	Need 11 month walk through
La Mesa Pre-K	Renovations		Aug-19	Need 11 month walk through
On Track Pre-K	Renovation - restrooms and re-roof		Aug-19	Need 11 month walk through
Sunland Park ES	Security Upgrades - door replacement		Aug-19	Need 11 month walk through
Sunland Park ES	Playground shelters		Aug-19	Need 11 month walk through
Vado ES	Playground shelters		Aug-19	Need 11 month walk through
Sunrise ES	Wall and ceiling restoration		Jul-19	Need 11 month walk through
Support Services	Restroom Room Remodel		Jul-19	Need 11 month walk through
Santa Teresa HS	ADA Parking improvements		Jul-19	Need 11 month walk through
Santa Teresa HS	Phase II HVAC		Jul-19	Need 11 month walk through
Santa Teresa HS	Wall and ceiling restoration		Jul-19	Need 11 month walk through
Santa Teresa MS	Drainage/Arroyo project		Jul-19	Need 11 month walk through
Gasden HS	Warming kitchen		Jul-19	Need 11 month walk through
Riverside ES	Wall and ceiling restoration		Jul-19	Need 11 month walk through
Chaparral HS	Envelope		Jul-19	Need 11 month walk through
Gadsden MS	HVAC Upgrades		Jul-19	Need 11 month walk through
Alta Vista Early College HS	Wallball		Jun-19	Need 11 month walk through
Berino ES	Wall and ceiling restoration		Jun-19	Need 11 month walk through
Chaparral HS	Pad for soccer bleachers		Jun-19	Need 11 month walk through
Chaparral HS	Wall and ceiling restoration		Jun-19	Need 11 month walk through
Gasden HS	Connect to city water main		Jun-19	Need 11 month walk through
Gadsden HS	New turf and track		Jun-19	Need 11 month walk through
Riverside ES	Playground wood chips		Jun-19	Need 11 month walk through
Santa Teresa MS	Bleachers		Jun-19	Need 11 month walk through
Santa Teresa HS	New turf and track		Jun-19	Need 11 month walk through
Vado ES	Wood playground chips		Jun-19	Need 11 month walk through
GAC	Entry remodel		Jun-19	Need 11 month walk through
Sunland Park ES	Re-roof, main building		Jun-19	Need 11 month walk through
Santa Teresa HS	Science Lab Renovations		May-19	Need 11 month walk through
GAC	Board room lighting		Mar-19	Need 11 month walk through
Gadsden HS	Swimming pool re-roof		Mar-19	Need 11 month walk through
Student Nutrition	Renovations for a training room		Feb-19	Need 11 month walk through

# 3 Capital Improvement Plan

*This section summarizes total capital needs identified by the district, addressing growth, renewal of existing facilities, technology, and educational and programmatic requirements.*

## 3.1 Total Capital Needs

This section has no changes.

## 3.2 Prioritization Process

### 3.2.1 Process and Criteria Used by the District to Prioritize Capital Needs

See Exhibit 3-1 for the updated GISD Capital Priorities.

### 3.2.2 Financial Strategies and Alternatives Considered

This section has no changes.

## 3.3 Capital Plan

PSCOC matching funds changed to 84% state match to 16% district match.

Exhibit 3-1 shows changes in this section.

District's priorities for projects and upgrades are for the following:

### 2018/2019

1. Desert Trail Elementary School HVAC lighting and refurbishment of ceilings and floors. This work is in process.
2. Loma Linda Elementary School HVAC and lighting. This work is in process.
3. Gadsden High School boys gym improvements. This work is in process.
4. Santa Teresa High School Science Labs renovations. This work is completed.

### 2019/2020

5. HVAC piping replacement at Chaparral High School, Sunrise Elementary School, North Valley Elementary School, and Santa Teresa Middle School. This work is in process.
6. Santa Teresa Middle School locker room addition and upgrades. This work is in process.
7. Desert Pride Academy kitchen completion. This work is in process.

### 2020/2021

8. Chaparral Middle School interior improvements.
9. La Union Elementary School HVAC upgrades.

### 2021/2022

10. Chaparral Middle School HVAC upgrades
11. Gadsden Middle School Renovations.
12. Chaparral High School bus lane paving

### 3.3.2 Yearly Update of Changes in Priority Projects for State Funding Assistance

The GISD Capital Plan is subject to review and revision, depending on the success of bond and mill levy elections, the construction climate, local and state economic conditions, and future local and state educational policies and requirements. The district may modify the recommended project priorities to bundle similar projects to generate savings or respond to unforeseen construction conditions, material availability, or costs.

The district may remove projects from the list or may realize savings in project implementation. It can also expect the bond funding to generate interest that can be applied to the Capital Implementation Program.

There is no guarantee that the district will generate the planned revenues. The district will revisit its funding strategy as conditions require.

Exhibit 3-1 GISD Capital Priorities

**GISD Capital Priorities**

Priorities 2019-2020	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2019/20 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 300,000	\$ -		
2	District Accessibility Fund	\$ 100,000	\$ -		
3	Well and Wastewater Improvements	\$ -	\$ -		
4	Roofing Projects - District Wide	\$ 400,000	\$ -		
5	Portable Contingency Fund	\$ 100,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 700,000	\$ -		*2
7	Contingency	\$ 100,000	\$ -		
8	Chaparral MS HVAC Systems and Controls	\$ 6,000,000	\$ -	140	*2
9	Santa Teresa MS Locker Room Addition & Upgrades	\$ 900,000	\$ -	334	
8	Desert Pride Academy Kitchen Completion	\$ 900,000	\$ -	713	
<b>Estimated Subtotal</b>		<b>\$ 9,500,000</b>	<b>\$ -</b>		

Priorities 2020-2021	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2018/19 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 1,000,000	\$ -		
2	District Accessibility Fund	\$ 500,000	\$ -		
3	Well and Wastewater Improvements	\$ 500,000	\$ -		
4	Roofing Projects - District Wide	\$ 1,500,000	\$ -		*2
5	Portable Contingency Fund	\$ 250,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 1,500,000	\$ -		*2
7	Chaparral MS HVAC Interior Improvements	\$ 2,000,000	\$ -	140	*2
8	La Union HVAC Upgrades	\$ 2,000,000	\$ -	338	
9	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 9,500,000</b>	<b>\$ -</b>		

Priorities 2021-2022	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2018/19 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 2,400,000	\$ -		
2	District Accessibility Fund	\$ 500,000	\$ -		
3	Well and Wastewater Improvements	\$ 500,000	\$ -		
4	Roofing Projects - District Wide	\$ 2,000,000	\$ -		*2
5	Portable Contingency Fund	\$ 250,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 2,500,000	\$ -		*2
7	PPD Paving (completed 2019)	\$ 1,000,000	\$ -		
8	CHS Bus Lane Paving	\$ 100,000	\$ -	607	
9	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 9,500,000</b>	<b>\$ -</b>		

Need Based	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2018 PSFA Rank	Notes
Annual	District minor construction fund	\$ 3,700,000	\$ -	N/A	
Annual	District accessibility fund	\$ 1,100,000	\$ -	N/A	
Annual	Portable contingency fund	\$ 600,000	\$ -	N/A	
Highest Need	Roofing projects- district wide	\$ 3,900,000	\$ -	N/A	*2
Highest Need	Well and Wastewater Improvements	\$ 1,000,000	\$ -	N/A	
Highest Need	Security systems upgrades, electrical upgrades and HVAC upgrade. Package with consideration for cause and effect issues and most efficient use of funds.	\$ 16,700,000	\$ -	N/A	*2
<b>Subtotal</b>		<b>\$ 27,000,000</b>	<b>\$ -</b>		
As Needed	Contingency = 2.5% of program	\$ 600,000	\$ -		
<b>Total relating to GOB 2018</b>		<b>\$ 27,600,000</b>	<b>\$ -</b>		

Notes

\*1 Allocated District Funds

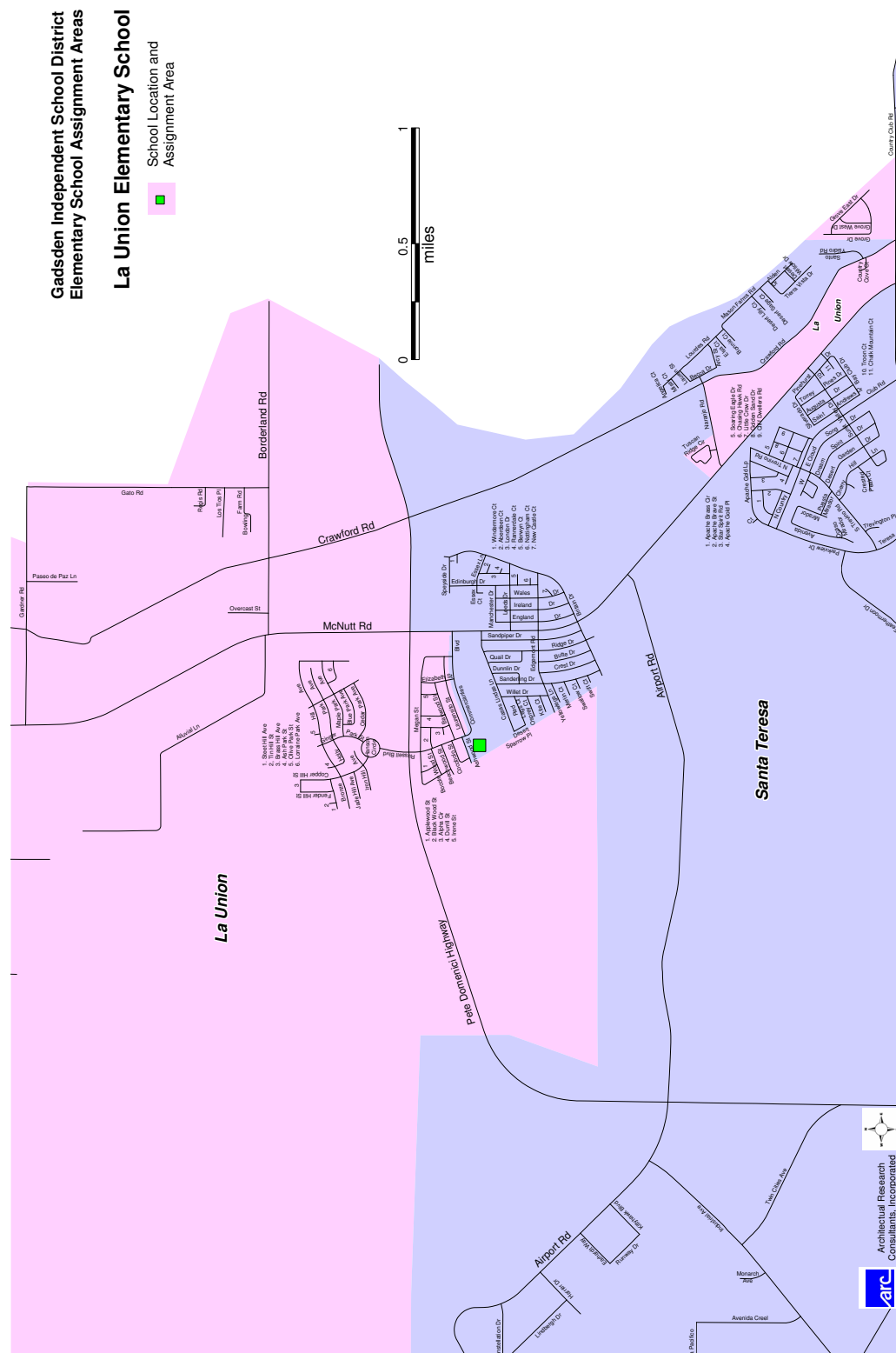
\*2 These categories of work might be augmented by PSFA on a specific line item basis

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# 4 Appendix

- La Union ES and Santa Teresa ES Boundary Update Map
- Capacity and Utilization Study for Early College High School
- Gadsden Independent School District Maintenance Plan

# La Union ES and Santa Teresa ES Boundary





# Capacity and Utilization Study for Alta Vista Early College HS

## Detailed Capacity Report

Name Alta Vista Early College High School

Location Number: 018

School District: Gadsden Independent School District

Factors: Bell Schedule Efficiency 4 of 5 pds 80%;  
Master Schedule Class Loading Efficiency 85%

Capacity Summary	
Maximum	440
Functional	211
Program	192

School Data					
Room	Teacher	Program Use	Perm CR	Port CR	PRGM SP*

Capacity Analysis					
Sq.Ft.	NMAC SF/Std Calc	PED PTR	Maximum	Functional	Existing Prgm <sup>2</sup>

### Core Subjects

P3	Brenigar	English/ ACT Prep/ Yearbook		1	
P4	Hogue	Biology/Wld Hist/ ACT Prep		1	
P5	Whittet	S. Studies		1	
P6	Perry	Math/ Dist Learn FL-Span		1	
P9	Franzak	Math		1	
P14	Stevens	Science/ Math/ Dist Learn FL-Span		1	
P18	Myers	English/ ELA		1	
Subtotal:			0	7	0

858	31	30	30	30	30
858	31	32	31	31	31
842	30	32	30	30	30
842	30	32	30	30	30
847	30	32	30	30	30
688	25	32	25	25	25
788	28	30	28	28	28
Subtotal:			204	204	204

### Electives

P10	Adame	Phys Ed/ Dist Learn FL-Span		1	
P20		DACC Classroom		1	
Subtotal:			0.0	2	0

1,098	39	32	32	32	32
763	27	32	27	27	27
	0	32	0	0	0
	0	32	0	0	0
	0	32	0	0	0
	0	32	0	0	0
Subtotal:			59	59	59

### Special Programs

Subtotal:			0.0	0	0
-----------	--	--	-----	---	---

0			0	0	0
---	--	--	---	---	---

### Open Labs

P7		Library		1	
P8		Computer Lab		1	
P11		Chemistry Lab		1	
P12		Biology Lab		1	
P16		DACC/ AVECHS Comp Lab		1	
P19		Computer Lab		1	
Subtotal:			0.0	6	0

621	22	32	22		
684	24	32	24		
712	25	32	25		
712	25	32	25		
783	28	32	28		
788	28	32	28		
Subtotal:			152	0	0

### Other Use

P1/2	Not a CR	Admin Offices			
P13		Staff Lounge/ Copy Room			
P15	Not a CR	Admin Offices			
Subtotal:			0.0	0.0	0.0
Grand Total:			0.0	15	0
CRs in Capacity:			0.0	9.0	0.0
Total CRs on Site:			15.0		

688	25	32	25	25	
688			25	25	0
Subtotal:			440	288	263

\*Aux Gym=MS/HS use

<sup>2</sup>For District Use only

<sup>1</sup>NMAC sf per student = 25 (9th-12th)

\*NOTE: A room is classified as a program space if the square footage is between 375 and 574 s.f. and is not a specialized CR (comp lab, science lab, etc.)

NOTE: Spaces between 575 and 650 are considered full-size classroom with limited capacity

NOTE: A space below 375 is not counted for capacity purposes

Bell Schedule Efficiency 80%	248	226
Master Schedule Loading Efficiency 85%	211	192

School Data			Capacity Analysis			Utilization Analysis Percent <sup>3</sup>		Classroom Need	
School Name	Classrooms-Perm/ Program Spaces <sup>1</sup>		Maximum	Functional <sup>2</sup>	Current Program*	PSFA	PTR	5 yrs 2023-24	10 yrs 2028-29
	Total CR/Prgm Sp on Site	Cap Calc. CR Count <sup>2</sup>						Potential CR Need	Potential CR Need
Alta Vista Early College High School	15	9	440	211	192	86%	70%	+1	+1

<sup>1</sup>Program Space = 375 sf to 574 sf

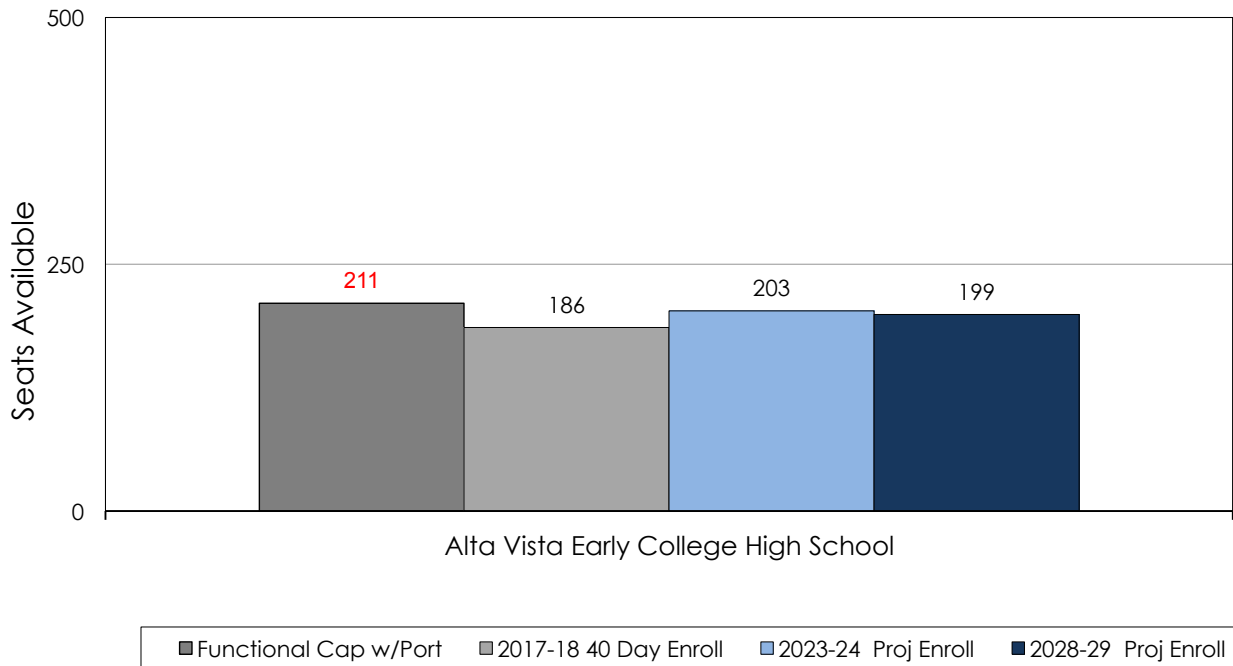
\*Program Capacity for district use only

<sup>2</sup>Functional Capacity includes assigned by subject, vacant, and classrooms to be recaptured, if needed.

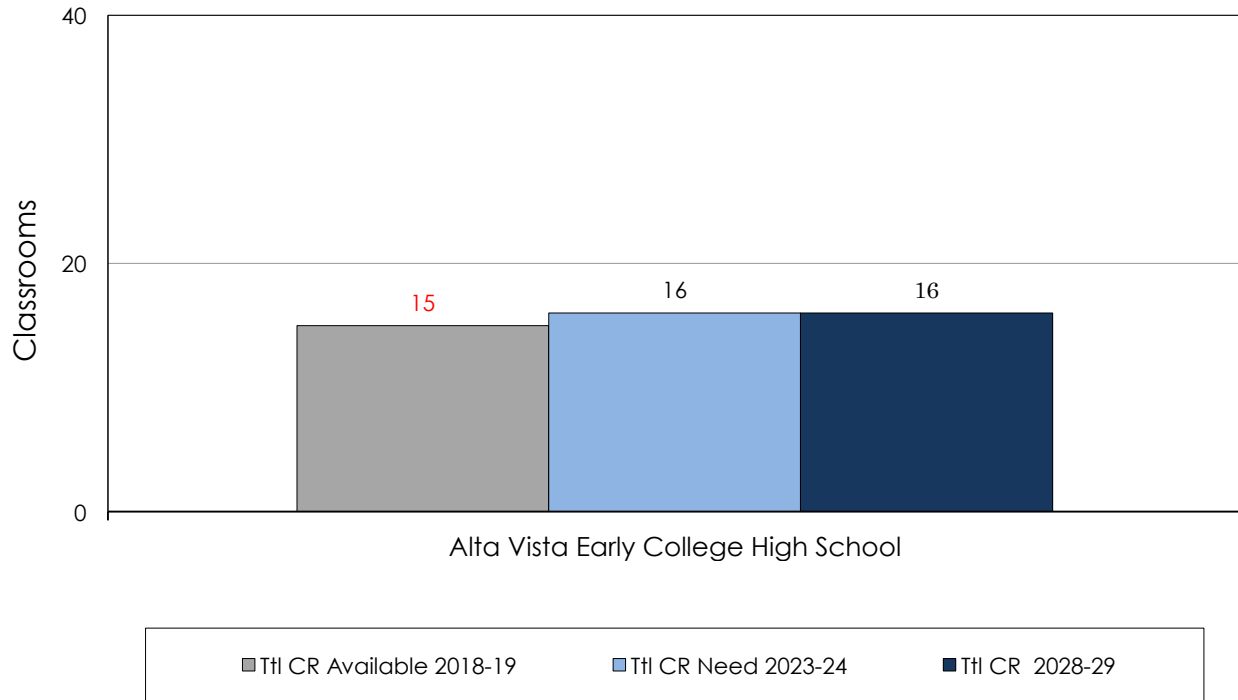
<sup>3</sup>Utilization Analysis from PSFA Utilization worksheets.

Notes: <sup>1</sup>"+" Indicates additional classrooms need to accommodate expected enrollments (Green Color) indicates the number of classroom available to accept additional enrollment

### Gadsden Independent School District Capacity vs. Projected Enrollment



### Gadsden Independent School District Classrooms vs. Projected Classroom Need



# Classroom Need Analysis

School Location Number: 018 School Name: Alta Vista Early College High School

School District: Gadsden Independent School District

\*PTR Factors: Periods: 4 of 5 = 80% Scheduling Efficiency 85%

Enrollment Data	
40-Day Enroll.	186
5-Year Proj.	203
10-Year Proj.	199

Classroom Use by Subject	School Data					Current			5th Year Projections			10th Year Projections		
	Dist Perc**	PED PTRs w/ Factors*	Existing			2016-17			2021-22			2026-27		
			Classrooms		Prgm Sp	40-day Enroll	CR Need Calc.		Proj Enroll	CR Need Calc.		Proj Enroll	CR Need Calc.	
			Perm	Port			Total	Strt		Rnd	Strt		Rnd	Strt

**General Education**

English	16.67%	20.40		1.5	1.5		31	1.52	1.5	34	1.66	1.5	33	1.63	1.5
Math	19.44%	21.76		2	2		36	1.66	2.0	40	1.82	2.0	39	1.78	2.0
Social Studies	16.67%	21.76		1.5	1.5		31	1.42	1.5	34	1.55	1.5	33	1.53	1.5
Science Cr/Lab	11.11%	21.76		1	1		21	0.95	1.0	23	1.04	1.0	22	1.02	1.0
Subtotal:			0	6	6	0	119		6.0	130		6.0	127		6.0

**Electives**

Foreign Language	11.11%	21.76		1	1		21	0.95	1.0	23	1.04	1.0	22	1.02	1.0
Phys Ed/ Health	8.33%	21.76		0.5	0.5		16	0.71	1.0	17	0.78	1.0	17	0.76	1.0
Music	8.33%	21.76		0.5	0.5		16	0.71	1.0	17	0.78	1.0	17	0.76	1.0
DACC CR	8.33%	21.76		1	1		16	0.71	1.0	17	0.78	1.0	17	0.76	1.0
Subtotal:			0	3	3	0	67		4.0	73		4	72		4

**Special Education/Programs**

Subtotal:	0	0	0	0	0	0	0		0	0		0	0		0
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**Open Labs**

Computer Lab Open				3	3				3.0			3.0			3.0
Sci Chemistry/ Biology Lab Open				2	2				2.0			2.0			2.0
Library Open				1	1				1.0			1.0			1.0
Subtotal:			0	6	6	0			6.0			6.0			6

**Other Use**

Administrative	Not CRs														
----------------	---------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Subtotal:	0	0	0	0	0	0	0		0.0			0			0
Grand Total:	0	15	15	0	0	0	186	0	16.0	203	0	16	199	0	16
									Total CR Need/(Excess) w/Port:			1.0			1
									Total CR Need/(Excess) w/o Port:			16.0			16

\* HS has 1 period of music  
 \*\*HS has Culinary Arts in MS

GRADE LEVEL	2018 40-Day Enroll	SpEd Enroll	No. CRs	No. Tchrs
9th Grade	49		4	2
10th Grade	45		4	2
11th Grade	41		4	2
12th Grade	24		2	2
TOTALS	159		14	8

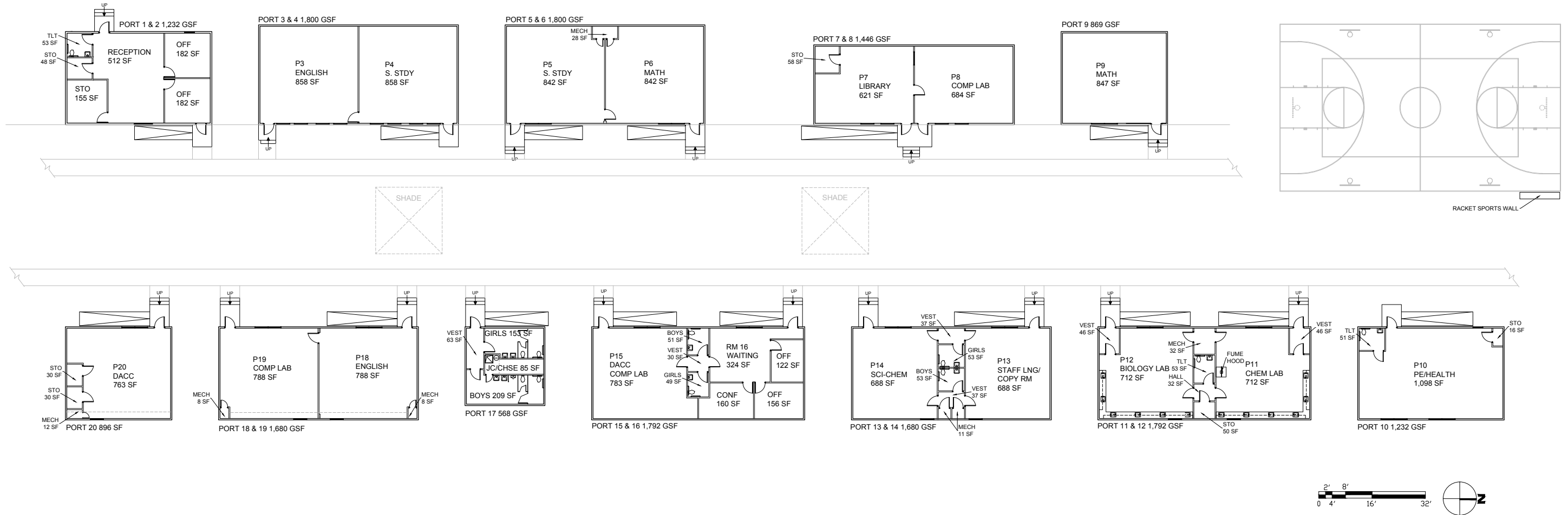
MIDDLE/HIGH SCHOOL UTILIZATION WORKSHEET  
Gadsden Independent School District  
Alta Vista Early College High School

Number of Lunch Turns Per Day	1
Lunch Turn: 1:13-1:48	

Rm #	CIRM NSF	Max # of St./Sq Ft	ADEQ SQ FT CAP	PED MAX PTR / C/m	A. S. Y / N	1		2		3		4		5		6		7		8															
						PERIOD 1 9:25-10:31					PERIOD 2 10:36-11:52					PERIOD 3 11:57-1:13					PERIOD 4 1:53-3:09					PERIOD 5 3:14-4:30									
						# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject					
P1/2	Not A CR																																		
P3	858	25	34	32	Y		0%	9-12	Brinegar	Yearbook		0%	9-12	Brinegar	ACT State Prep		0%	9-12	Brinegar	Eng/LA III (B)		0%	9-12	Brinegar	Eng/LA III (B)		0%	9-12	Brinegar	Prep	4	5	80%	5	100%
P4	858	25	34	32	Y		0%	9-12	Hogue	ACT State Prep		0%	9-12	Hogue	Prep		0%	9-12	Hogue	Sci-Biology (A)		0%	9-12	Hogue	Sci-Bio (B)		0%	9-12	Hogue	Wld Hist (A)	4	5	80%	5	100%
P5	842	25	34	32	Y		0%	9-12	Whittet	NM History (B & C)		0%	9-12	Whittet	NM History (D)		0%	9-12	Whittet	Prep		0%	9-12	Whittet	NM History (A)		0%	9-12	Whittet	World History (B)	4	5	80%	5	100%
P6	842	25	34	32	Y		0%	9-12	Perry	Prep		0%	9-12	Perry	Alg 1 (A & B)-11:57-12:50		0%	9-12	Perry	Alg 1 (A & B)-2:15-3:09		0%	9-12	Perry	Alg 1 (A & B)-2:15-3:09		0%	9-12	Perry	Dist Learn FL-Span (A/B) (1/2 enrollment)	4	5	80%	4	80%
P7	621	25	25	30	N		0%	9-12		Library		0%	9-12		Library		0%	9-12	Perry	Alg 1 (A & B)-1:53-2:13		0%	9-12	Perry/Stevens	Alg 1 (A & B)-1:53-2:13		0%	9-12	Perry/Stevens	Dist Learn FL-Span (A/B) (1/2 enrollment)					
P8	684	25	27	32	N		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab					
P9	847	25	34	12	Y		0%	9-12	Franzak	Alg 2 (B)		0%	9-12	Franzak	Alg 2 (A)		0%	9-12	Franzak	Prep		0%	9-12	Franzak	Prep		0%	9-12	Franzak	Number Theory-DACC	3	5	60%	5	100%
P10	1,098	25	44	12	Y		0%	9-12	Adame	Phys Ed (D)		0%	9-12	Adame	Phys Ed (A/C)		0%	9-12	Adame	Dist Learn-FL-Span (C/D)		0%	9-12	Adame	Phys Ed (B)		0%	9-12	Adame	Prep	4	5	80%	5	100%
P11	712	25	28	12	Y		0%	9-12		Chemistry Lab		0%	9-12		Chemistry Lab		0%	9-12		Chemistry Lab		0%	9-12		Chemistry Lab		0%	9-12		Chemistry Lab					
P12	712	25	28	12	Y		0%	9-12		Biology Lab		0%	9-12		Biology Lab		0%	9-12		Biology Lab		0%	9-12		Biology Lab		0%	9-12		Biology Lab					
P13	688	25	28	32	N		0%	9-12		Faculty Lounge/ Copy Rm		0%	9-12		Faculty Lounge/ Copy Rm		0%	9-12		Faculty Lounge/ Copy Rm		0%	9-12		Faculty Lounge/ Copy Rm		0%	9-12		Faculty Lounge/ Copy Rm	0	5	0%	0	0%
P14	688	25	28	32	N		0%	9-12	Stevens	Chemistry I		0%	9-12	Stevens	AP Chemistry I		0%	9-12	Stevens	Geometry (Princ of Tech)		0%	9-12	Stevens	Prep		0%	9-12	Stevens	Dist Learn-FL-Span (A/B) (1/2 enroll)	4	5	80%	5	100%
P15	Not a CR	25								Admin Offices				Admin Offices						Admin Offices					Admin Offices					Admin Offices					
P16	783	25	31	32	N		0%	9-12		DACC/AVEC HS Comp Lab		0%	9-12		DACC/AVEC HS Comp Lab		0%	9-12		DACC/AVEC HS Comp Lab		0%	9-12		DACC/AVEC HS Comp Lab		0%	9-12		DACC/AVEC HS Comp Lab					
P18	788	25	32	32	N		0%	9-12	Myers	Eng/LA II (A)		0%	9-12	Myers	Eng/LA II (B)		0%	9-12	Myers	ELA 4		0%	9-12	Myers	Prep		0%	9-12	Myers	Eng/LA I (C/D)	4	5	80%	5	100%
P19	788	25	32	32	N		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab		0%	9-12		Computer Lab					

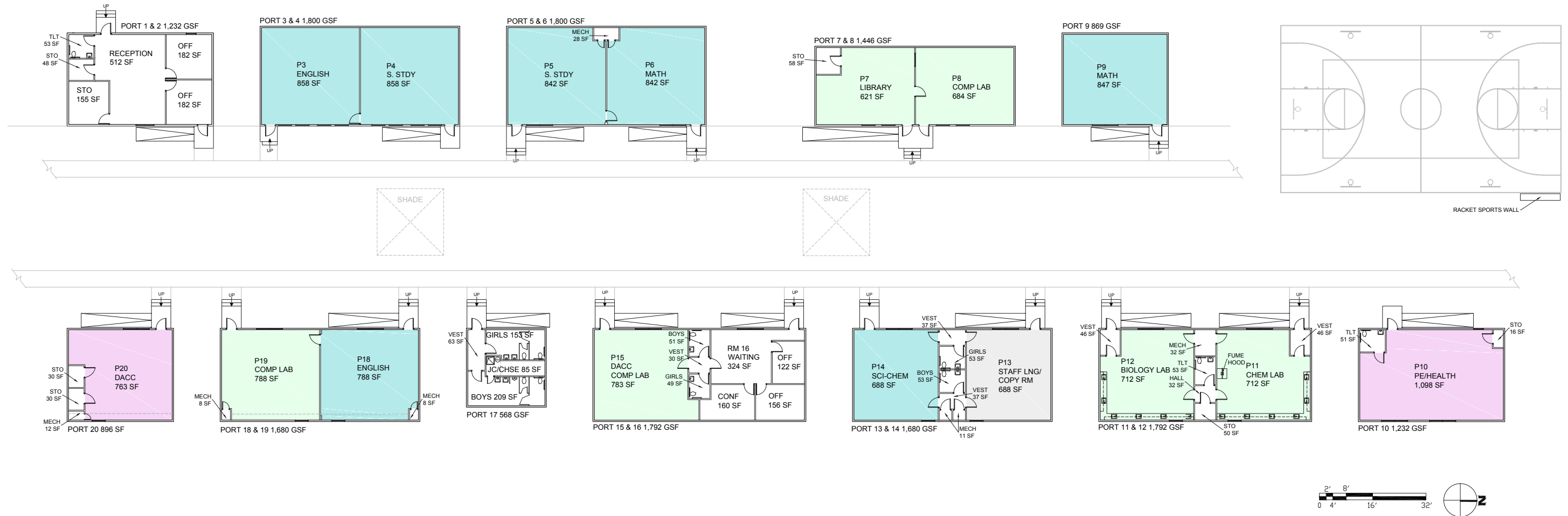
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# Alta Vista Early College High School Floor Plans



Gadsden Independent School District  
 Alta Vista Early College High School  
 2018-19 SY  
 14,427 GSF Portable  
 568 GSF Portable Restrooms  
 For Planning Purposes Only

# Alta Vista Early College High School Color Coded Floor Plans



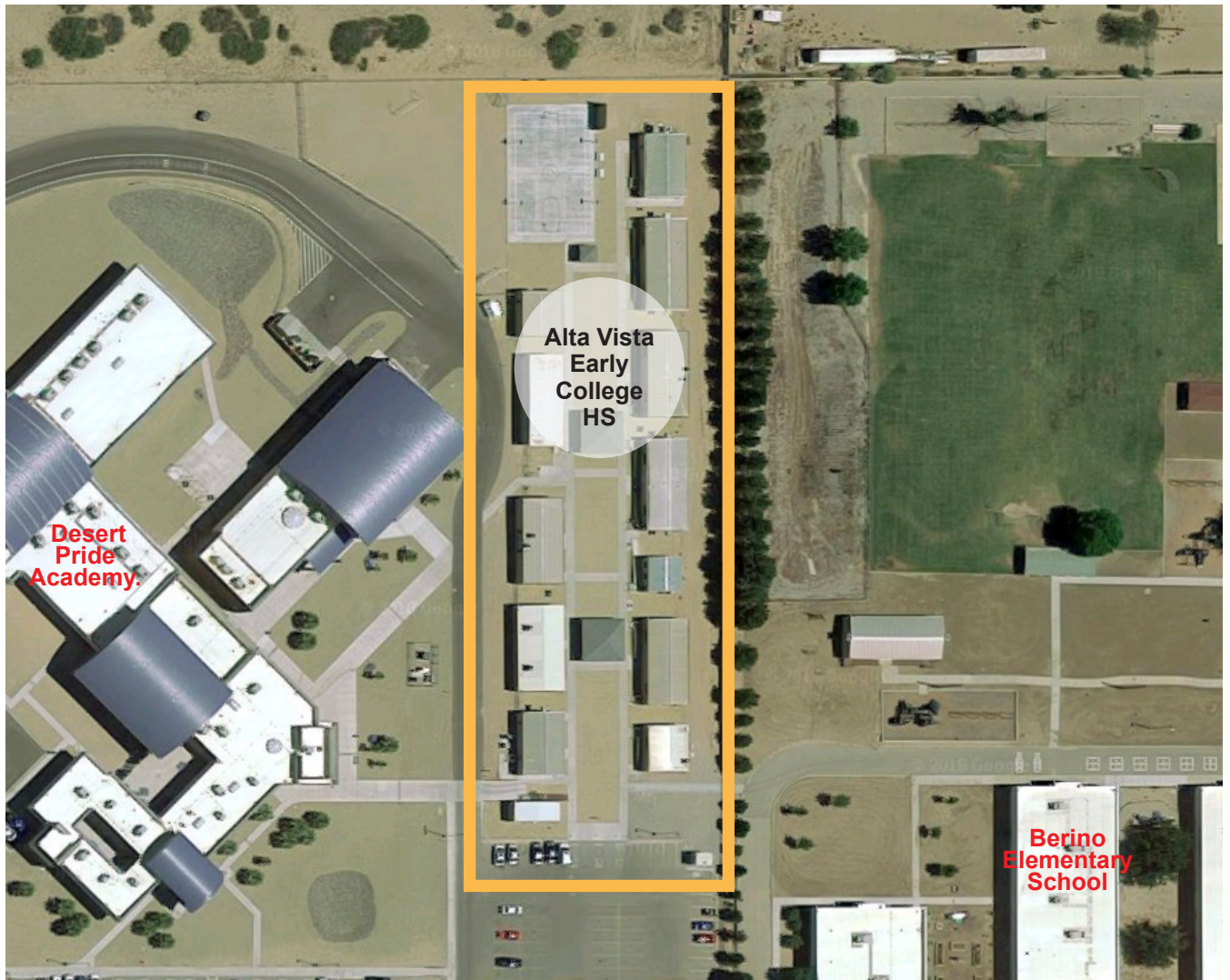
### CLASSROOM USE KEY

- CORE SUBJECTS
- ELECTIVE SUBJECTS
- SPED; SP PRGMS; ANC. SVCS
- ADMIN; OTHER USE
- OPEN LAB

Gadsden Independent School District  
Alta Vista Early College High School  
2018-19 SY  
14,427 GSF Portable  
568 GSF Portable Restrooms  
For Planning Purposes Only

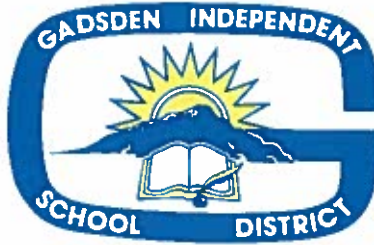


# Illustrative Aerial Photo of Alta Vista Early College HS Site





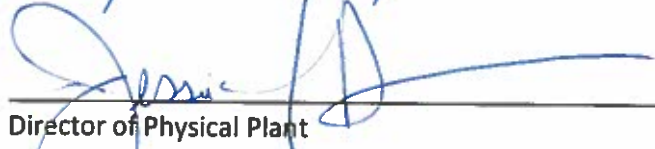
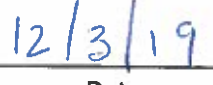



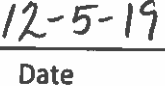
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# Gadsden Independent School District



## Preventive Maintenance Plan 2019/2020

Gadsden Independent School District  
1325 W. Washington Street Anthony, NM 88021  
Jessica S. Herrera, Director of Physical Plant  
Web address: <http://www.gisd.k12.nm.us>

 _____ Associate Superintendent for Support Services	 _____ Date
 _____ Director of Physical Plant	 _____ Date
 _____ Coordinator of Physical Plant	 _____ Date
 _____ Maintenance Specialist	 _____ Date

# Gadsden Independent School District



## Gadsden Independent School District Preventive Maintenance Plan 2018/2019 Table of Contents

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\* State Statute Requirements



## Preventive Maintenance Plan Purpose, Mission and Policy Statement

Policy # 1.0

### **PURPOSE / MISSION**

The purpose of the Gadsden Independent School District Preventive Maintenance Program is to develop a systematic and comprehensive method for the development and effective implementation of an equipment management program for the districts to provide a system for meeting or extending the service life of facility equipment, systems and components, conducive to the needs of the students and teachers learning environments.

This program contains all of the detailed procedures associated to the facilities preventive maintenance program. If effectively implemented, will meet state statute maintenance guidelines and effectively manage the costs associated with maintenance and operations. Any changes to procedures or preventive maintenance guidelines shall be reviewed and approved by the maintenance supervisor or designee.

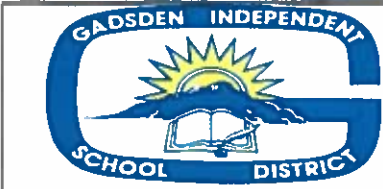
### **DESCRIPTION**

The preventive maintenance program is the core for effectively managing maintenance programs for facilities. The program provides the maintenance organization with means to plan, acquire, organize, direct, control and evaluate manpower and materials resources expended or planned for expenditure in support of the district's maintenance and mission statement. The District leadership, maintenance supervisor and maintenance personnel must recognize the importance of the program and understand their role in assisting management to maintain the reliability of critical systems and building components at designed levels of reliability.

### **POLICY**

The Gadsden Independent School District has created a preventive maintenance plan to ensure the district properly maintains its facilities, mechanical systems and equipment so they are efficiently operational providing a comfortable and safe environment for its students, staff, visitors and guests by performing frequency scheduled routine maintenance. This Preventive Maintenance Plan is an overview of the Districts program.

It is the policy of the Gadsden Independent School District to utilize the School Dude / FIMS maintenance software package (maintenance direct, preventive maintenance direct and utility direct), to implement an effective and quality preventive maintenance plan inclusive of specific and unique equipment inventory and preventive maintenance schedules.



Preventive Maintenance Plan  
Purpose, Mission and Policy  
Statement

Policy # 1.0

## OBJECTIVES

The primary objective of the preventive maintenance program is to manage maintenance processes in a manner, which will ensure maximum equipment operational reliability. The immediate objectives of the districts preventive maintenance program are as follows:

- a. Achievement and participation of a uniform maintenance standard and criteria.
- b. Effective use of available manpower and material resources.
- c. Documenting information related to maintenance and maintenance support activities.
- d. Improvement of maintenance and reliability of utility systems and equipment by provision of documented maintenance information and analysis.
- e. Providing a means for reporting building configuration changes
- f. Reduction of the costs through development of effective PM programs to prevent accidental material damage to systems and equipment.
- g. Provide the means to schedule, plan, manage and track maintenance activities.
- h. Provision of data on which to base improvements in equipment design and spare parts.
- i. Create effective policies and programs in support of a quality and safe maintenance culture.

## SCOPE

This preventive maintenance program is fully applicable to all Public Schools in assisting directors, maintenance supervisors and maintenance staff with the development of equipment inventories and effective processes to maintain the equipment, and associated systems in the facility at designed levels of efficiency and reliability.

It is the policy of Gadsden Independent School District to utilize the School Dude / Facility Information Management System (FIMS) modules to implement an effective and quality preventive maintenance program inclusive of the development of a unique inventory, preventive maintenance schedules and strategies, maintenance work order processes and utility billing tracking and monitoring activities.

## PREVENTIVE MAINTENANCE PROGRAM

Policy # 1.0



Preventive Maintenance Plan  
Purpose, Mission and Policy  
Statement

Policy # 1.0

The preventive maintenance program provides a simple and standard means for planning, scheduling, controlling and performing planned maintenance on all equipment, and represents and effective means for using available maintenance resources.

Preventive maintenance actions are the minimum requirement to maintain equipment in a fully operable condition and within specifications. If performed according to schedule, these maintenance actions will provide improved equipment efficiency and reliability. Preventive maintenance guidelines and the schedules at which they are to be accomplished are developed based on specific equipment operating and maintenance manuals, manufacturer recommendations and the NM Groups Classification Types (NMGCT). These guidelines provide the detailed procedures for performing the preventive maintenance tasks and identify who, what, when, how and with what resources a preventive maintenance task is to be accomplished.


Preventive maintenance guidelines also provide spare parts specifications and consumable item listings for improved planning and preparation and cost effectiveness.

The maintenance supervisor is responsible for the implementation and management of the preventive maintenance program for the district.

Equipment identification records are developed as a part of the programs integrated logistics support effort for all new procurements, re-procurements, alterations and modifications of equipment and associated systems.

### **PREVENTIVE MAINTENANCE PLAN REVIEW AND REVISION**

1. At least annually the Preventive Maintenance Plan is evaluated for objectives, scope, performance, and effectiveness of the plan.
2. Annually the maintenance management plan is reviewed and revised as appropriate with final approvals from the district administration.
3. The maintenance supervisor or designee is responsible for preparing the evaluation.
4. The Schools Leadership reviews the evaluation in order to plan new goals for the next year.
5. School leadership is provided copies of the evaluation for their review and approval.

	<p>Maintenance Goals</p>	<p>Policy # 2.0</p>
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## POLICY

It is the policy of the Gadsden Independent School Districts to create a list of reasonable goals for the maintenance program in an effort to identify opportunities for improvements in critical or weak areas of the department. The following goals for the **2019/2020** school year have been created and include a plan of action and timelines for completion.

### *Maintenance Performance Goals 2019/2020 (Revised 11/19/19):*

1. Consolidate and convert all Custodial Warehouse, Auto Shop & Grounds Stock to an electronic scanning/bar code system that will interface with School Dude for more accuracy in inventory and work order association to parts by June 2020.
2. Districtwide lighting controls and lighting upgrades from Fluorescent and HID to LED lighting-  
In progress.
3. Staffing levels inadequate in Custodial and Maintenance.
  - Recommend the addition of the following:
    - Custodial Staff                      3FTE
    - Inventory Specialist                1FTE
    - Maintenance Buyer                 1FTE
4. Upgrade HVAC Systems (older and inadequate) to include Chillers and Circulation Piping-  
In progress.
5. Bring all fire protection systems up to operational standards district-wide – Ongoing
6. Update all equipment inventory at all campuses (Electrical, Fire, HVAC, Plumbing, Controls, etc.)
7. Utilize Performance Monitoring of building systems to track energy efficiency and maintenance needs.
8. Instill operator driven reliability.
9. Standardization of all equipment
10. Provide backpack vacuums to Custodians.



	<p>Maintenance Goals</p>	<p>Policy # 2.0</p>
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***Previously accomplished Maintenance Goals:***


1. Have accomplished 50% of Goal #1 above.
2. Have accomplished the following on Goal #2 above:
  - Exterior lighting controls      90% Complete.
  - HID to LED                              40% Complete
  - Fluorescent to LED                  20% Complete
3. Staffing was increased by:
  - 2- Custodial Staff
  - 2- Groundskeepers
  - 1 gave up one Building Mechanic and added three Foreman.
4. Vado & STE replaced Hydronic Circulation system piping on Goal#4 – Complete
5. Install Fleet Tracking on Maintenance, Warehouse, and Grounds vehicles to better track response time when dispatched, efficient routes, time on task, and geographical availability of services - Complete
6. Centralize PPD Maintenance model into regional crews that will work as teams as opposed to distributed model (one BM per campus) – Complete will be making adjustments

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**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/19
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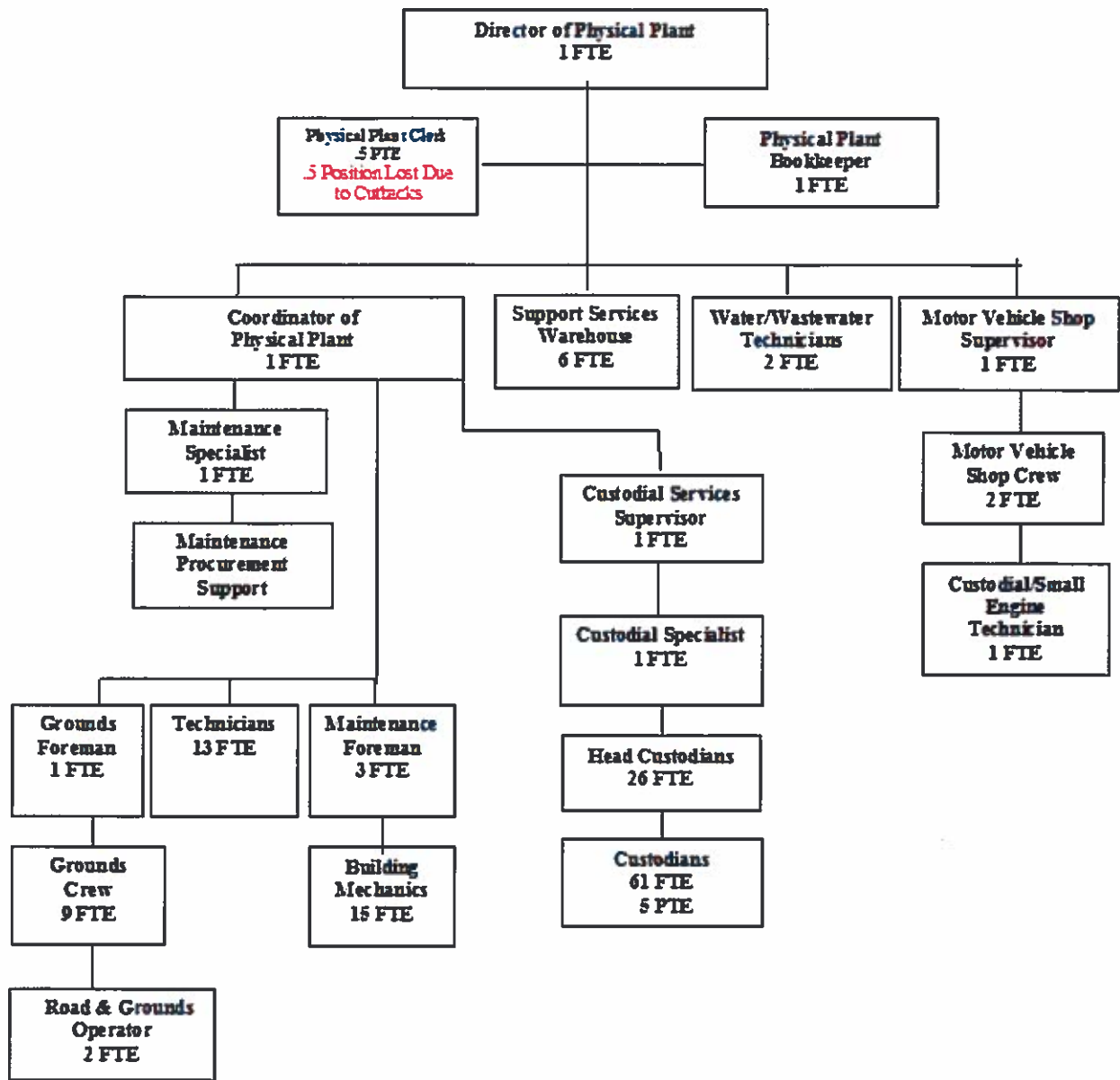
 The logo for Gadsden Independent School District features a large blue letter 'G'. Inside the 'G' is a sun with rays, a blue mountain range, and an open book. The words 'GADSDEN INDEPENDENT' are written in blue at the top of the 'G', and 'SCHOOL DISTRICT' is written in blue at the bottom.	<b>Maintenance Organizational Structure and Staffing Responsibilities</b>	<b>Policy # 3.0</b>
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**POLICY**

It is the policy of the Gadsden Independent School District to establish a routine maintenance staffing and organizational structure and staffing responsibilities to define effective lines of communication and approval processes.

**PROCEDURE**

The Gadsden Independent School District has developed the attached maintenance organizational chart structure and responsibilities.



**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	12/2/2019
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## Staffing Responsibilities

**Director of Physical Plant:** Directs all the activities necessary to carry out the duties of management, budget/fiscal responsibility and administration for all areas under the jurisdiction of the Physical Plant Division.

**Coordinator of Physical Plant:** Administer and supervise all activities necessary to perform the duties in all areas of the Physical Plant Department. Supervises all Building Maintenance Personnel, Grounds Shop Foreman, and Custodial Services Supervisor, to insure timely delivery and quality service.

**Building Mechanic:** Responsible and accountable for performing the functional operation of maintenance and repair services at all district sites, school buildings and campuses. Also responsible for providing preventive, intervention and renovation/construction on all type of building structures and building grounds through the use of appropriate equipment and safety procedures. Provides for the moving of furniture, supplies, materials and equipment, etc. throughout school site.

**Custodial Services Specialist:** Schedules appointments, gives information to callers on custodial issues, and otherwise relieves supervisor of clerical work and business detail.

**PPD Support:** Provides support services by: delivering supplies and equipment from warehouse stock, provides support in moving, assembly of office furniture, assist in maintenance checks for equipment, and provides support in physical plant operations for special projects.

**Custodian:** Housekeeping of facilities day to day cleaning and preparing facilities for special functions.

**Electrician:** Responsible and accountable for performing the electrical maintenance services and repairs at all district sites, school buildings and campuses.

**Groundskeeper:** Provide maintenance to district grounds, playgrounds, athletic fields and installation and repair of irrigation systems.

**Head Custodian:** Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

**HVAC Technician:** To provide maintenance and repair to District HVAC Systems including replacement and new installations.

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### References:

PSFA:  
NM State Statute

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**Locksmith:** Installs and recombinants pin tumbler lock cylinders to maintain established master and grand master key systems. Maintains records showing key issuance as keys are distributed to necessary persons and insures that each person receiving keys, signs the established key control agreement.

**Maintenance Services Specialist:** Schedules appointments, gives information to callers on maintenance issues, and otherwise relieves supervisor of clerical work and business detail by performing the following duties: Assigns and distributes work orders to the maintenance personnel. Complies statistical reports for managerial reference and monthly update to Leadership/Board of Trustees.

**Maintenance Warehouse Person:** Receives all material and equipment requests for field maintenance personnel for appropriate and timely procurement of maintenance supplies and equipment.

**Motor Vehicle Helper:** Readies, on a daily basis, assigned motor vehicles to insure proper care and operation. Washes and vacuums school district vehicles as required. Performs minor repairs.

**Motor Vehicle Technician:** Schedules and performs preventive maintenance on all school-owned vehicles. Ensures road worthiness of above vehicles before issuance to district employees. Performs corrective maintenance on all vehicles as required.

**Support Services Warehouse:** Receives all instructional supplies and equipment maintenance stock/parts and distributes to the school sites and custodial/maintenance staff. This department is also in charge of the district mail system.

**Plumber:** Performs plumbing work in accordance with the Uniform Plumbing Code and National Code on all district facilities.

**Roads and Grounds:** Operates heavy equipment as required to perform his work and to support other district maintenance shops.

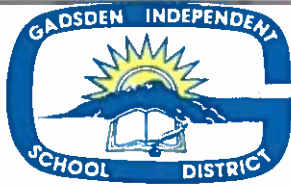
**Water/Wastewater Technician:** To maintain and repair all water and waste water systems, including collection of all mandated data for state and federal discharge plans.

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**References:**

PSFA:  
NM State Statute

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<b>Review/Revision Date</b>	12/2/2019
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Maintenance Priorities and Procedures

Policy 4.0

**POLICY**

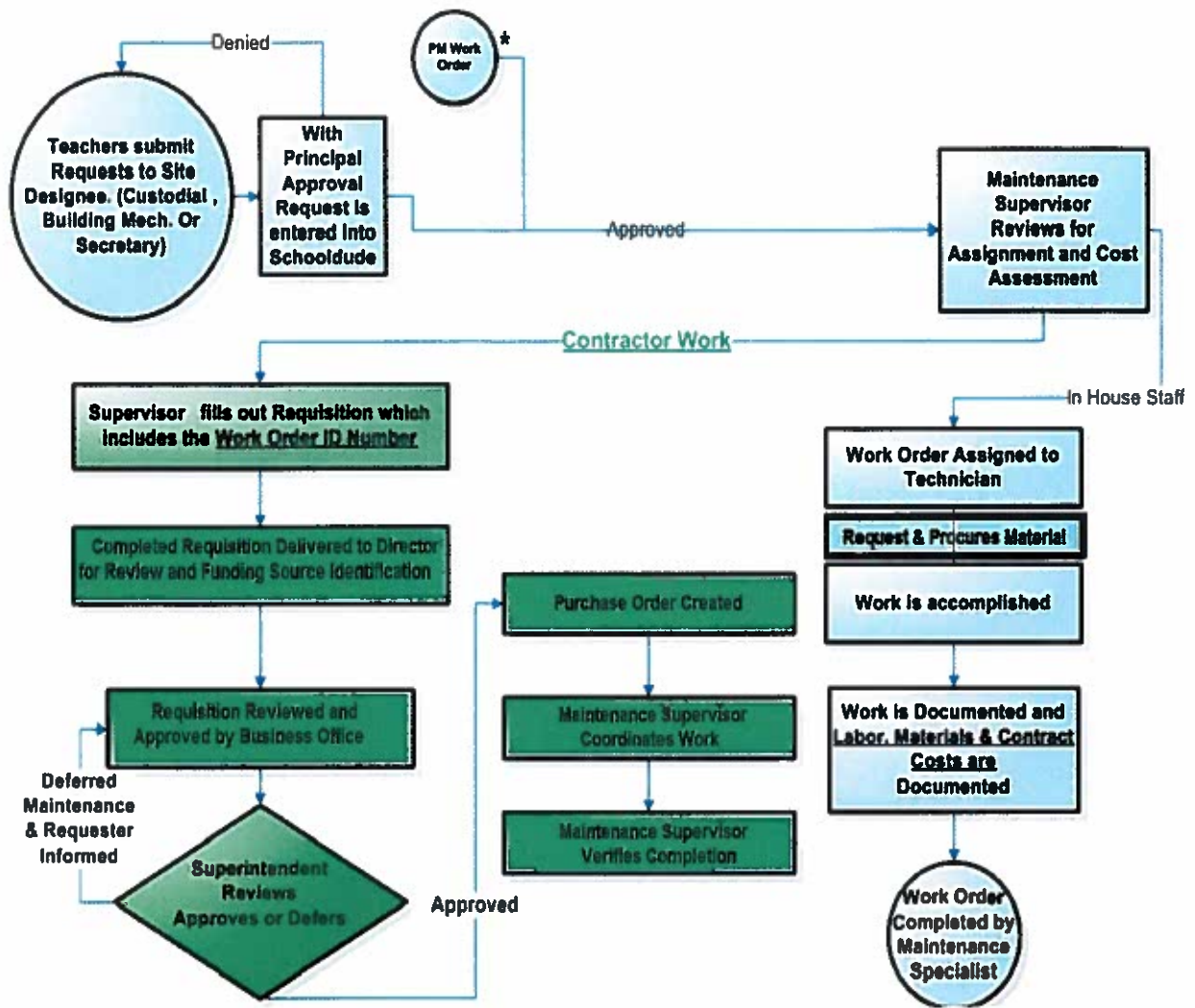
**Routine Maintenance Work Orders**

The Gadsden Independent School District currently processes maintenance work orders through the state funded *Schooldude* Maintenance Direct work order system. Department leads provide work requests via the internet which the Maintenance Supervisor reviews, approves and assigns work to the technicians. On some occasions requests are sent via email to Maintenance Supervisor who then creates work orders as appropriate and assigns to the technicians. If a technician identifies a problem, they correct the issue and create a work order. All Closed (routine and PM) work orders must have the following required fields populated in order to maintain a level of high quality and integrity:

<b>New requests should always include:</b>	<b>Closed work orders to be fully documented with:</b>
Requestor	Labor Hours
Work Description	Material and / or Contract costs
Location of Work	Responsible Party (Who completed the work)
Craft (Type of Work)	Action taken to resolve problem (What was done)
Purpose (Reason for Work)	

Reports from the Maintenance Direct work order system are used at staff meetings for continuous improvement of operations, as well as to aid management in improving policies/procedures, allocating resources, forecasting budget.

## PHYSICAL PLANT WORK ORDER PROCESS



\*The Gadsden Independent School District preventative maintenance work orders are scheduled in the PMD module of *Schooldude*. The work orders are automatically generated and the Maintenance Supervisor then assigns the work orders to the appropriate technician, or service contractor for completion and documentation.

### References:

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/4/2016
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## DEFINED PRIORITIES

The Gadsden Independent School District has established the following work priority definitions for the maintenance department for effective response to requested work requests through the *Facility Information Management System* (FIMS) program.

**EMERGENCY** is reserved for those projects, which completely stops the use of the facility. The response time should be made within 15 minutes of notification of the problem. Work on emergency priority requests commences immediately and continues until the facility is restored to sufficient use.

**URGENT** is assigned to those projects, which, while not completely prohibiting use of the facility, represent a threat to full facility use. The response time is normally started on the day it is reported.

**ROUTINE** is assigned to the majority of the work requests received. The response time is generally one to two days and may be remedied within three to five working days.

**PREVENTIVE MAINTENANCE** is scheduling preventive maintenance actions of equipment and systems that require periodic inspections and maintenance to maximize equipment operational readiness.

**DEFERRED** is used for those projects, which are not necessarily required but are desirable. As a general rule, work should commence within thirty days of receipt unless seasonal or other considerations allow or dictate a greater delay in starting.


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### References:

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/4/2016
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 The logo for Gadsden Independent School District features a large blue letter 'G' with a sun rising over a mountain range and an open book at its base. The words 'GADSDEN INDEPENDENT' are written along the top curve of the 'G', and 'SCHOOL DISTRICT' along the bottom curve.	Inspection and Maintenance Schedules	Policy 5.0
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## **POLICY**

The accomplishment of scheduled inspection and preventive maintenance tasks is critical to the successful operation of the Gadsden Independent School District.

## **PROCEDURE**

1. A unique inventory of all equipment is created prior to adding equipment into the maintenance management program.
2. This inventory shall be kept current and reviewed for accuracy on a routine schedule but no less than annually.

**Attachments:** Unique list of major facility equipment inclusive in the PM program. HVAC, Life Safety, Structures, Utilities, Plumbing etc.

Prescribed equipment inventories, maintenance schedules and PM frequencies and inspection tasks have been developed for each of the district schools.

Examples are attached:

Employee Name: \_\_\_\_\_

Year: \_\_\_\_\_

Site: \_\_\_\_\_

Record date in white space, initials in gray space

**Biweekly**

Vehicles

	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct	Nov	Dec

**Monthly**

Personal Comm.  
Equipment

	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct	Nov	Dec

HVAC Technician  
HVAC Systems


SNP Technician  
Kitchen Dining Area


**Annual**

Electrical  
Emergency  
Generators  
Electrical Systems

	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct	Nov	Dec

**Annual**

Grounds  
Irrigation Control

	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct	Nov	Dec

**Annual**

Plumbers  
Backflow Devices  
Hot Water Heaters

	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct	Nov	Dec

**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: _____	Date ___/___/___

## BI-WEEKLY INSPECTION: VEHICLES (Example)

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Building ID: \_\_\_\_\_  
Inspector: \_\_\_\_\_  
Date: \_\_\_\_\_

### Inspection Record:

- \_\_\_\_\_ Fluid Levels
- \_\_\_\_\_ Tires (proper inflation)
- \_\_\_\_\_ Lights
- \_\_\_\_\_ Wipers
- \_\_\_\_\_ Cab Cleanliness (no tools in cab area)
- \_\_\_\_\_ Bed/Tool Box Areas:
  - Secure tools and equipment
  - Remove and dispose of trash

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### References:

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
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Approved: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



## Scheduled Preventive Maintenance Tasks

Policy 6.0

### POLICY

It is the policy of the Gadsden Independent School District to utilize the School Dude Facility Information Management System in development of PM tasks for equipment associated with the district sites. In addition, the District shall use the New Mexico GCT's to develop preventive maintenance equipment frequencies and tasks.

### PROCEDURE

**This is an example only. District to input specific sample tasks as appropriate.**

#### Preventive Maintenance Task Guidelines

- A-1 Wall Ref. Electric Heat - Semimonthly
- A-2 Air Conditioner Spilt System – Yearly
- A-4 Compressor Air Unit - Semiannual
- A-5 Air Conditioning Unit (SS) – Quarterly
- A-6 Air Conditioning Package Unit – Yearly
- A-7 Rooftop Unit - Yearly
- A-8 Air Conditioning Window Unit - Yearly
- A-9 Air Cooled Condenser - Yearly
- A-10 Heat Pumps – Yearly
- A-11 Air Handling Unit - Quarterly
- A-13 Air Conditioning Wall Unit - Yearly
- A-16 Fan Exhaust – Semimonthly
- B-2 Boiler, Hot Water - Yearly
- C-4 Central Mini-Computer (MSS) – Quarterly
- C-11 Evap Coolers – Yearly
- E-18 Emergency Lights – Monthly
- F-4 Fire Suppression Inspection - Semiannual
- F-20 Fire Sprinkler Inspection - Quarterly
- F-24 Fire Extinguisher – Monthly
- F-39 Range Hood Cleaning – Semiannual
- H-6 Furnace - Yearly
- H-11 Unit Heater Electric – Semiannual
- I-4 Fan Coil Unit - Yearly
- K-1 Play Structure, Surfacing, Location and Accessibility, Size, and Placement, and Storage Area, Maintenance Worksheet (Frequency: Monthly)
- R-2 Roof Inspection – Quarterly
- R-3 Ref. Unit – Yearly
- R-9 Radiator Hot Water - Yearly
- V-9 Backflow Preventer - Yearly

**Facility Inspection Report Schedule (Example)**

PMT	FREQ	Loc	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A-1	SM	All Loc												
A-2	Y	All Loc												
A-4	SA	All Loc												
A-5	Q	All Loc												
A-6	Y	All Loc												
A-7	Y	All Loc												
A-8	Y	All Loc												
A-9	Y	All Loc												
PMT	FREQ	Loc	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A-10	Y	All Loc												
A-13	Y	All Loc												
A-16	SM	All Loc												
B-2	Y	All Loc												
C-4	Q	All Loc												
C-11	Y	All Loc												
E-18	M	All Loc												
F-4	SA	All Loc												
F-20	Q	All Loc												

**References:**

PSFA:  
 NM State Statute

Original Date	MM/YY
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F-24	M	All Loc																
F-39	SA	All Loc																
H-6	Y	All Loc																
H-11	SA	All Loc																
I-4	Y	All Loc																
K-1	M	All Loc																
R-2	Q	All Loc																
R-3	Y	All Loc																
R-9	Y	All Loc																
V-9	Y	All Loc																

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**References:**

PSFA:  
NM State Statute

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<b>Approved:</b> _____	<b>Date</b> ___/___/___

**C-11 Evaporative Coolers**

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Building ID: \_\_\_\_\_  
Inspector: \_\_\_\_\_  
Date: \_\_\_\_\_

**Inspection Record:**

\_\_\_ **General Conditions**

- \_\_\_ Visual Inspection.
- \_\_\_ Clean water distributor.
- \_\_\_ Oil pillow blocks.
- \_\_\_ Oil motor.
- \_\_\_ Check water section and pan
- \_\_\_ Check media and install in proper direction.
- \_\_\_ Check and clean pump.
- \_\_\_ Check switch for proper operation
- \_\_\_ Check belt for wear and tear, replace if needed. Adjust tension 1/2".
- \_\_\_ Check ducting for rust or openings.
- \_\_\_ Clean around roof jack for leaks. Seal with roof cement if necessary.
- \_\_\_ Clean around roof jack for leaks. Seal with roof cement if necessary.
- \_\_\_ Adjust and regulate metering device (bleed off line).
- \_\_\_ Registers and ducts for proper air distribution
- \_\_\_ Water spray, weir, and similar device conditions
- \_\_\_ Overall cleanliness
- \_\_\_ Overall condition for deficiencies such as rust, corrosion, and mineral deposits

\_\_\_ **Overall condition**

\_\_\_ **Other**

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**References:**

PSFA:  
NM State Statute

<b>Original Date</b>	MM/YY
<b>Review/Revision Date</b>	MM/YY
<input type="checkbox"/> <b>Supersedes all Previous</b>	
<b>Approved:</b> _____	<b>Date</b> ___/___/___

663 - PM Schedule Listing

PM Schedule Title	Date Generated	Status	Last W/O ID	Craft	Next PM W/O On	Classification	Recurrence Pattern
Alta Vista ECHS - Rain Gutters (6m)	11/3/2019	Running	225290	General Maintenance	5/4/2020	Site Improvements	Monthly
Anthony ES - B2 Boiler (Yearly)	6/3/2019	Running	217207	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES - Fire Pump (Biweekly)	11/11/2019	Running	225691	Fire Protection	11/27/2019	Fire & Safety Systems	Daily
Anthony ES - Fire Pump Engine	10/6/2019	Running	223709	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Anthony ES - Fire Pump Inspection	3/31/2019	Running	213165	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
Anthony ES - Fire Sprinkler Insp.	10/6/2019	Running	223713	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Anthony ES - Grease Trap	5/26/2019	Running	216701	Food Services	11/25/2019	Plumbing Systems	Monthly
Anthony ES M-0405 (Z-Track) Grounds	11/15/2019	Running	225878	General Maintenance	11/16/2020	Equipment	Yearly
Anthony ES - Monthly Meter Readings	10/31/2019	Running	225108	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
Anthony ES A10(Heat Pumps)(Yearly)	3/3/2019	Running	211586	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Anthony ES A16 (Fan Exhst.)(Semi. Ann.)	10/6/2019	Running	223896	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Anthony ES A2 (Split System)(Yearly)	5/31/2019	Running	216994	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES A6 (Rooflop Unit)(Yearly)	3/31/2019	Running	213246	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES A7 (Rooflop Unit)	6/12/2011	Running	74378	Heating/Ventilation /A/	1/13/2020	HVAC Equip. & Systems	Monthly
Anthony ES A8(Rooflop Unit)(Yearly)	3/31/2019	Running	213247	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES A9 (AC Condenser)(Yearly)	8/11/2019	Running	220812	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Anthony ES B2(Boiler H.Water)(Yearly)	6/3/2019	Running	217132	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES Backflow Inspection	3/3/2019	Running	211591	Plumbing	3/2/2020	Plumbing Systems	Yearly
Anthony ES C-11 (Evap.Down)(Yearly)	2/28/2019	Running	211360	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Anthony ES Emer. Light Test: Annual	6/30/2019	Running	218389	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Anthony ES Emer. Light Test: Monthly	11/3/2019	Running	225299	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Anthony ES Exit Sign Insp: Monthly	11/3/2019	Running	225297	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Anthony ES Exit Sign Test: Annual	6/30/2019	Running	218388	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Anthony ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219978	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Anthony ES Fire Suppression Insp.	6/30/2019	Running	218343	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Anthony ES H6 (Furnace Gas)(Yearly)	10/6/2019	Running	223897	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Anthony ES I4 (Fan Coil)(Yearly)	10/6/2019	Running	223895	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Anthony ES Monthly FE Inspection	11/3/2019	Running	225301	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Anthony ES Monthly Playground Insp.	11/11/2019	Running	225684	Playground	12/10/2019	Site Improvements	Monthly
Anthony ES R3 (Ref. Unit)(Yearly)	3/3/2019	Running	211587	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Anthony ES Range Hood Cleaning	10/13/2019	Running	224236	Food Services	4/13/2020	Equipment	Monthly
Anthony ES Roof Inspection	10/6/2019	Running	223851	Roof	1/6/2020	Roofing	Monthly
Anthony ES U2 (Gas Heat)(Yearly)	10/6/2019	Running	223898	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Berino ES - Clothes Dryer (Monthly)	11/3/2019	Running	225292	General Maintenance	12/2/2019	Equipment	Monthly
Berino ES - Domestic Water Filter	11/6/2019	Running	225476	Sewage/Water Treatm	1/2/2020	Plumbing Systems	Monthly
Berino ES - Fire Pump Engine	10/6/2019	Running	223710	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Berino ES - Fire Pump Inspection	3/31/2019	Running	213166	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
Berino ES - Grease Trap	5/26/2019	Running	216696	Food Services	11/25/2019	Plumbing Systems	Monthly



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Berino ES - Monthly Meter Readings	10/31/2019	Running	225109	Sewage/Water Treatment	12/1/2019	Plumbing Systems	Monthly
Berino ES - Rooftop A/C (Yearly)	2/28/2019	Running	211377	Heating/Ventilation /Air	3/1/2020	HVAC Equip. & Systems	Yearly
Berino ES A16 (Fan Exh.)(S.Annual)	9/30/2019	Running	223607	Heating/Ventilation /Air	4/1/2020	HVAC Equip. & Systems	Monthly
Berino ES A2 (Split System)(Yearly)	5/31/2019	Running	217016	Heating/Ventilation /Air	6/1/2020	HVAC Equip. & Systems	Yearly
Berino ES A9 (Air Condenser)(Yearly)	8/11/2019	Running	220821	Heating/Ventilation /Air	8/10/2020	HVAC Equip. & Systems	Yearly
Berino ES B2(Boiler H.Water)(Yearly)	6/3/2019	Running	217200	Heating/Ventilation /Air	6/1/2020	HVAC Equip. & Systems	Yearly
Berino ES Emer. Light Test: Annual	6/30/2019	Running	218491	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Berino ES Emer. Light Test: Monthly	11/3/2019	Running	225318	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Berino ES Exit Sign Insp: Monthly	11/3/2019	Running	225298	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Berino ES Exit Sign Test: Annual	6/30/2019	Running	218492	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Berino ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219979	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Berino ES Fire Sprinkler Insp.	10/6/2019	Running	223698	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Berino ES Fire Suppression Insp.	6/30/2019	Running	218344	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Berino ES Monthly FE Inspection	11/3/2019	Running	225302	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Berino ES Monthly Playground Insp.	11/11/2019	Running	225685	Playground	12/10/2019	Site Improvements	Monthly
Berino ES R9 (Radiator Hot)(Yearly)	9/30/2018	Running	203166	Heating/Ventilation /Air	10/5/2020	HVAC Equip. & Systems	Yearly
Berino ES Range Hood Cleaning	10/13/2019	Running	224237	Food Services	4/13/2020	Equipment	Monthly
Berino ES Roof Inspection	10/6/2019	Running	223852	Roof	1/6/2020	Roofing	Monthly
Berino ES U2 (Heat Gas)(Yearly)	10/6/2019	Running	223899	Heating/Ventilation /Air	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral HS - CHS-UV-0513 PM Service	9/1/2019	Running	222283	General Maintenance	3/2/2020	Equipment	Monthly
Chaparral HS - Culinary Refrigerators	11/11/2019	Running	225676	Heating/Ventilation /Air	12/10/2019	Equipment	Monthly
Chaparral HS - Electric Fire Pump (Qirly)	10/6/2019	Running	223721	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Chaparral ES - Grease Trap	6/23/2019	Running	218028	Food Services	12/23/2019	Plumbing Systems	Monthly
Chaparral ES - HVAC Units	2/28/2018	Running	190324	Heating/Ventilation /Air Conditioning		HVAC Equip. & Systems	Yearly
Chaparral ES A-10 HP Rooftop Yearly	3/3/2019	Running	211621	Heating/Ventilation /Air	3/2/2020	HVAC Equip. & Systems	Yearly
Chaparral ES A-13 A/C Wall Mount Yearly	3/31/2019	Running	213291	Heating/Ventilation /Air	4/6/2020	HVAC Equip. & Systems	Yearly
Chaparral ES Backflow Inspection	3/3/2019	Running	211629	Plumbing	3/2/2020	Plumbing Systems	Yearly
Chaparral ES Emer. Light Test: Annual	6/30/2019	Running	218282	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Chaparral ES Emer. Light Test: Monthly	11/3/2019	Running	225242	Fire Protection	12/2/2019	Fire & Safety Systems	Monthly
Chaparral ES Exit Sign Insp: Monthly	11/3/2019	Running	225239	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Chaparral ES Exit Sign Test: Annual	6/30/2019	Running	218436	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Chaparral ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219980	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Chaparral ES Fire Suppression Insp.	6/30/2019	Running	218345	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Chaparral ES Monthly FE Inspection	11/3/2019	Running	225232	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Chaparral ES Playground Insp	11/11/2019	Running	225672	Playground	12/10/2019	Site Improvements	Monthly
Chaparral ES Qirly Chiller Inspection	10/16/2019	Running	224429	Heating/Ventilation /Air	1/6/2020	HVAC Equip. & Systems	Monthly
Chaparral ES-A9 Air Cooled Cond (Yearly)	8/11/2019	Running	220817	Heating/Ventilation /Air	8/10/2020	HVAC Equip. & Systems	Yearly
Chaparral HS - Emer. Eyewash (Monthly)	11/3/2019	Running	225227	Plumbing	12/2/2019	Plumbing Systems	Monthly

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Chaparral HS - Clothes Dryer (Monthly)	11/3/2019	Running	225248	General Maintenance	12/2/2019	Equipment	Monthly
Chaparral HS - Fire Pump (Biweekly)	11/6/2019	Running	225474	Fire Protection	11/22/2019	Fire & Safety Systems	Daily
Chaparral HS - Fire Pump Engine	10/6/2019	Running	223706	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Chaparral HS - Fire Pump Inspection	3/31/2019	Running	213167	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
Chaparral HS - Fire Sprinkler Insp.	10/6/2019	Running	223714	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Chaparral HS - Grease Trap	5/26/2019	Running	216700	Food Services	11/25/2019	Plumbing Systems	Monthly
Chaparral HS - Grease Trap (Cul/Auto)	9/1/2019	Running	222271	Sewage/Water Treatm	3/2/2020	Plumbing Systems	Monthly
Chaparral HS - Lift Station Inspection	11/3/2019	Running	225331	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
Chaparral HS - New Gym VFR Units (6)	10/13/2019	Running	224267	Heating/Ventilation /A	4/13/2020	HVAC Equip. & Systems	Monthly
Chaparral HS A10 (Heat Pump)(Yearly)	3/3/2019	Running	211569	Heating/Ventilation /A	3/2/2020	HVAC Equip. & Systems	Yearly
Chaparral HS A16 (Fan Exhst.)(S.Annual)	9/30/2019	Running	223600	Heating/Ventilation /A	4/1/2020	HVAC Equip. & Systems	Monthly
Chaparral HS A2 (H/C Unit)(Yearly)	5/31/2019	Running	216991	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
Chaparral HS A9(Cool Condenser)(Yearly)	8/11/2019	Running	220809	Heating/Ventilation /A	8/10/2020	HVAC Equip. & Systems	Yearly
Chaparral HS Backflow Inspection	3/3/2019	Running	211574	Plumbing	3/2/2020	Plumbing Systems	Yearly
Chaparral HS Bleacher Inspection	11/3/2019	Running	225246	General Maintenance	12/2/2019	Equipment	Monthly
Chaparral HS C11 (Evaporative)(Yearly)	2/28/2019	Running	211357	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Yearly
Chaparral HS Emer. Light Test: Annual	6/30/2019	Running	218364	Fire Protection	7/1/2020	Fire & Safety Systems	Yearly
Chaparral HS Emer. Light Test: Monthly	11/3/2019	Running	225243	Fire Protection	12/2/2019	Fire & Safety Systems	Monthly
Chaparral HS Exit Sign Test: Annual	6/30/2019	Running	218366	General Maintenance	7/1/2020	Fire & Safety Systems	Yearly
Chaparral HS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219995	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Chaparral HS Fire Suppression Culinary	11/3/2019	Running	225223	Kitchen Hood	5/4/2020	Fire & Safety Systems	Monthly
Chaparral HS Fire Suppression Insp.	6/30/2019	Running	218342	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Chaparral HS Grease Treatment - Culinary	11/17/2019	Running	225932	Plumbing	12/16/2019	Plumbing Systems	Monthly
Chaparral HS H11 (E.Heater)(S.Annual)	10/6/2019	Running	223752	Heating/Ventilation /A	4/6/2020	HVAC Equip. & Systems	Monthly
Chaparral HS H6 (Furnace)(Yearly)	10/6/2019	Running	223753	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral HS Monthly FE Inspection	11/3/2019	Running	225244	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Chaparral HS Mower M-CHS-0428 PM Serv	11/15/2019	Running	225877	Grounds	11/16/2020	Equipment	Yearly
Chaparral HS Range Hood - Culinary	11/3/2019	Running	225220	Kitchen Hood	5/4/2020	Equipment	Monthly
Chaparral HS Range Hood Cleaning	10/13/2019	Running	224255	Food Services	4/13/2020	Equipment	Monthly
Chaparral HS Roof Inspection	10/6/2019	Running	223767	Roof	1/6/2020	Roofing	Monthly
Chaparral HS U2 (G.Heater)(Yearly)	10/6/2019	Running	223754	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral HS-New Gym Rooftop Units (10)	10/13/2019	Running	224266	Heating/Ventilation /A	4/13/2020	HVAC Equip. & Systems	Monthly
Chaparral MS - CHM-UV-0514 PM Service	9/1/2019	Running	222284	General Maintenance	3/2/2020	Equipment	Monthly
Chaparral MS - Clothes Dryer (Monthly)	11/3/2019	Running	225249	General Maintenance	12/2/2019	Equipment	Monthly
Chaparral MS - Emerg. Eyewash (Monthly)	11/3/2019	Running	225228	Plumbing	12/2/2019	Plumbing Systems	Monthly
Chaparral MS - Grease Trap	5/26/2019	Running	216697	Food Services	11/25/2019	Plumbing Systems	Monthly
Chaparral MS A10 (Heat Pumps)(Yearly)	3/3/2019	Running	211597	Heating/Ventilation /A	3/2/2020	HVAC Equip. & Systems	Yearly
Chaparral MS A13(AC Wall)(Yearly)	3/31/2019	Running	213258	Heating/Ventilation /A	4/6/2020	HVAC Equip. & Systems	Yearly

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Chaparral MS A16 (Fan Exh.)(S. Annual)	9/30/2019	Running	223602	Heating/Ventilation /A	4/1/2020	HVAC Equip. & Systems	Monthly
Chaparral MS A2 (H/C Unit)(Yearly)	5/31/2019	Running	216995	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
Chaparral MS A9 (AC Condsr.)(Yearly)	8/11/2019	Running	220813	Heating/Ventilation /A	8/10/2020	HVAC Equip. & Systems	Yearly
Chaparral MS B2 (Boiler)(Yearly)	6/3/2019	Running	217139	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
Chaparral MS Backflow Inspection	3/3/2019	Running	211592	Plumbing	3/2/2020	Plumbing Systems	Yearly
Chaparral MS Bleacher Inspection	11/3/2019	Running	225247	General Maintenance	12/2/2019	Equipment	Monthly
Chaparral MS C-11 (Swamp Coolers)Yearly	2/28/2019	Running	211361	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Yearly
Chaparral MS Electric Fire Pump (Qtrly)	10/6/2019	Running	223722	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Chaparral MS Emer. Light Test: Annual	6/30/2019	Running	218398	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Chaparral MS Emer. Light Test: Monthly	11/3/2019	Running	225237	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Chaparral MS Exit Sign Insp: Monthly	11/3/2019	Running	225235	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Chaparral MS Exit Sign Test: Annual	6/30/2019	Running	218399	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Chaparral MS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219994	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Chaparral MS Fire Sprinkler Insp.	10/6/2019	Running	223699	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Chaparral MS Fire Suppression Insp.	6/30/2019	Running	218346	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Chaparral MS H11 (E.Heater)(S. Annual)	10/6/2019	Running	223757	Heating/Ventilation /A	4/6/2020	HVAC Equip. & Systems	Monthly
Chaparral MS H6 (Furnace)(Yearly)	10/6/2019	Running	223758	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral MS I4 (Fan Coil)(Yearly)	10/6/2019	Running	223759	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral MS Monthly FE Inspection	11/3/2019	Running	225233	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Chaparral MS -Mower M-CHS-0404	8/27/2019	Running	221852	General Maintenance	2/26/2020	Equipment	Monthly
Chaparral MS R9 (Radiation)(Yearly)	9/30/2018	Running	203167	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chaparral MS U2 (G.Heater)(Yearly)	10/6/2019	Running	223760	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Chapparral ES Range Hood Cleaning	10/13/2019	Running	224238	Food Services	4/13/2020	Equipment	Monthly
Chapparral MS Range Hood Cleaning	10/13/2019	Running	224239	Food Services	4/13/2020	Equipment	Monthly
Chapparral ES Roof Inspection	10/6/2019	Running	223738	Roof	1/6/2020	Roofing	Monthly
Chapparral MS Roof Inspection	10/6/2019	Running	223739	Roof	1/6/2020	Roofing	Monthly
Chaparral HS Exit Sign Insp: Monthly	11/3/2019	Running	225245	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Desert Pride Fire Sprinkler Insp.	10/6/2019	Running	223700	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Desert Pride HS - Emer Light Test (M)	11/3/2019	Running	225289	Fire Protection	12/2/2019	Fire & Safety Systems	Monthly
Desert Pride HS - Exit Sign Insp (M)	11/3/2019	Running	225288	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Desert Pride HS - Fire Ext. Insp (M)	9/30/2019	Running	223613	Fire Extinguishers	11/1/2020	Fire & Safety Systems	Monthly
Desert Pride HS -Fire Ext. Insp (Yearly)	8/4/2019	Running	220004	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Desert Pride HS Roof Inspection	10/6/2019	Running	223828	Roof	1/6/2020	Roofing	Monthly
Desert Trail ES - Monthly FE Inspection	11/3/2019	Running	225234	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Desert Trail ES - Backflow Inspection	3/3/2019	Running	211630	Plumbing	3/2/2020	Plumbing Systems	Yearly
Desert Trail ES - Domestic Water Filter	10/1/2019	Running	223655	Sewage/Water Treatm	2/5/2020	Plumbing Systems	Monthly
Desert Trail ES - Emer Light Test:Annual	6/30/2019	Running	218439	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Desert Trail ES - Exit Sign Insp:Monthly	11/3/2019	Running	225236	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly

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Desert Trail ES - Exit Sign Test: Annual	6/30/2019	Running	218437	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Desert Trail ES - Fire Sprinkler Insp.	10/6/2019	Running	223701	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Desert Trail ES - Fire Suppression Insp.	6/30/2019	Running	218347	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Desert Trail ES - Grease Trap	5/26/2019	Running	216698	Food Services	11/25/2019	Plumbing Systems	Monthly
Desert Trail ES - Playground Insp	11/1/2019	Running	225673	Playground	12/10/2019	Site Improvements	Monthly
Desert Trail ES - Range Hood Cleaning	10/13/2019	Running	224240	Food Services	4/13/2020	Equipment	Monthly
Desert Trail ES - Roof Inspection	10/6/2019	Running	223737	Roof	1/6/2020	Roofing	Monthly
Desert Trail ES A1 (Air Dryer)(S:Annual)	10/6/2019	Running	223772	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Desert Trail ES A10 (Heat Pump)(Yearly)	3/3/2019	Running	211622	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES A16(Exhst Fan)(S:Annual)	9/30/2019	Running	223599	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Desert Trail ES A2 (H&C Unit)(Yearly)	5/31/2019	Running	217001	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES A9(Air Condenser)(Yrly)	8/11/2019	Running	220818	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES B2 (Boiler)(Yearly)	6/3/2019	Running	217166	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES C-11 (Evap.Cool)(Yearly)	2/28/2019	Running	211364	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES - Clothes Dryer (Monthly)	11/3/2019	Running	225250	General Maintenance	12/2/2019	Equipment	Monthly
Desert Trail ES- Emer Light Insp:Monthly	11/3/2019	Running	225238	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Desert Trail ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219981	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Desert Trail ES H6 (Furnace)(Yearly)	10/6/2019	Running	223770	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES I4 (Fan Coil)(Yearly)	10/6/2019	Running	223769	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES R9(Radiation)(Yearly)	9/30/2018	Running	203163	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Desert Trail ES U2 (Heat/Gas)(Yearly)	10/6/2019	Running	223771	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Desert View - UV-DV-0516 PM Service	7/1/2019	Running	218535	General Maintenance	1/7/2020	Equipment	Monthly
Desert View ES - Clothes Dryer (Monthly)	11/3/2019	Running	225251	General Maintenance	12/2/2019	Equipment	Monthly
Desert View ES - Grease Trap	5/26/2019	Running	216691	Food Services	11/25/2019	Plumbing Systems	Monthly
Desert View ES - Heating Units	10/1/2019	Running	223654	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Desert View ES - Potable Water Tank	9/29/2019	Running	223598	Sewage/Water Treatm	3/31/2020	Plumbing Systems	Monthly
Desert View ES A-16 Fan Exhaust (Semi)	8/31/2019	Running	222144	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Monthly
Desert View ES B-2 Boiler Yearly	6/3/2019	Running	217229	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Desert View ES Backflow Inspection	3/3/2019	Running	211691	Plumbing	3/2/2020	Plumbing Systems	Yearly
Desert View ES- Electric Fire Pump (Qtr)	10/6/2019	Running	223723	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Desert View ES Emer. Light Test: Annual	6/30/2019	Running	218521	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Desert View ES Emer. Light Test: Monthly	11/3/2019	Running	225265	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Desert View ES Exit Sign Insp: Monthly	11/3/2019	Running	225268	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Desert View ES Exit Sign Test: Annual	6/30/2019	Running	218519	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Desert View ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219982	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Desert View ES Fire Sprinkler Insp.	10/6/2019	Running	223702	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Desert View ES Fire Suppression Insp.	6/30/2019	Running	218348	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Desert View ES Monthly FE Inspection	11/3/2019	Running	225272	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly

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Desert View ES Playground Insp	11/11/2019	Running	225678	Playground	12/10/2019	Site Improvements	Monthly
Desert View ES Qtrly Chiller Inspection	10/16/2019	Running	224430	Heating/Ventilation /Ai	1/6/2020	HVAC Equip. & Systems	Monthly
Desert View ES Range Hood Cleaning	10/13/2019	Running	224241	Food Services	4/13/2020	Equipment	Monthly
Desert View ES Roof Inpsection	9/1/2019	Running	222224	Roof	12/2/2019	Roofing	Monthly
DesertView ES - Storm Sewer Drain Inlets	10/6/2019	Running	223718	Plumbing	4/6/2020	Plumbing Systems	Monthly
District Tractors - Full Service PM	7/1/2019	Running	218534	General Maintenance	1/7/2020	Equipment	Monthly
GAC - Grease Trap	5/26/2019	Running	216689	Food Services	11/25/2019	Plumbing Systems	Monthly
GAC (Admin) -Generator PM (Quarterly)	10/6/2019	Running	223712	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
GAC A-1 Wall Ref. Elec Heat Semimonthly	10/6/2019	Running	223792	Heating/Ventilation /Ai	4/6/2020	HVAC Equip. & Systems	Monthly
GAC A-10 Heat Pump Cooling Only Yearly	3/3/2019	Running	211693	Heating/Ventilation /Ai	3/2/2020	HVAC Equip. & Systems	Yearly
GAC A-16 Fan Exh Roof Semimonthly	9/30/2019	Running	223604	Heating/Ventilation /Ai	4/1/2020	HVAC Equip. & Systems	Monthly
GAC A-2 Package Unit Gas Yearly	5/31/2019	Running	217019	Heating/Ventilation /Ai	6/1/2020	HVAC Equip. & Systems	Yearly
GAC A-9 Air Cooled Condensor Yearly	8/11/2019	Running	220826	Heating/Ventilation /Ai	8/10/2020	HVAC Equip. & Systems	Yearly
GAC Backflow Inspection	3/3/2019	Running	211692	Plumbing	3/2/2020	Plumbing Systems	Yearly
GAC Emer. Light Test: Annual	6/30/2019	Running	218522	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
GAC Emer. Light Test: Monthly	11/3/2019	Running	225266	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
GAC Exit Sign Insp: Monthly	11/3/2019	Running	225269	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
GAC Exit Sign Test: Annual	6/30/2019	Running	218520	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
GAC F-39 Kitch Exh Makeup Ut Semimonthly	10/6/2019	Running	223793	Heating/Ventilation /Ai	4/6/2020	HVAC Equip. & Systems	Monthly
GAC Fire Ext. Insp. (Yearly)	8/4/2019	Running	219999	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
GAC Fire Sprinkler Insp.	10/6/2019	Running	223703	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
GAC Fire Suppression Insp.	6/30/2019	Running	218349	Food Services	1/6/2020	Fire & Safety Systems	Monthly
GAC Monthly FE Inpsection	11/3/2019	Running	225273	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
GAC Playground Insp	11/11/2019	Running	225679	Playground	12/10/2019	Site Improvements	Monthly
GAC Range Hood Cleaning	10/13/2019	Running	224254	Food Services	4/13/2020	Equipment	Monthly
GAC Roof Inspection	10/6/2019	Running	223818	Roof	1/6/2020	Roofing	Monthly
GAC U-2 Unit Heater Gas Yearly	10/6/2019	Running	223794	Heating/Ventilation /Ai	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden ES - Roof Inspection	10/6/2019	Running	223831	Roof	1/6/2020	Roofing	Monthly
Gadsden ES - A-16 Fan Exhaust Semiannual	9/30/2019	Running	223612	Heating/Ventilation /Ai	4/1/2020	HVAC Equip. & Systems	Monthly
Gadsden ES - Clothes Dryer (Monthly)	11/3/2019	Running	225284	General Maintenance	12/2/2019	Equipment	Monthly
Gadsden ES - Domestic Water Filter	11/5/2019	Running	225411	Sewage/Water Treatm	1/1/2020	Plumbing Systems	Monthly
Gadsden ES - Emer Light Test - Monthly	11/3/2019	Running	225287	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden ES - Emer Light Test - Yearly	7/2/2019	Running	218583	Fire Protection	7/1/2020	Fire & Safety Systems	Yearly
Gadsden ES - Exit Sign Insp-Monthly	11/3/2019	Running	225286	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden ES - FE Inspection - Monthly	11/3/2019	Running	225285	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Gadsden ES - Fire Sprinkler Insp	10/6/2019	Running	223717	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Gadsden ES - Fire Suppression Insp	6/30/2019	Running	218340	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Gadsden ES - Grease Trap	5/26/2019	Running	216687	Food Services	11/25/2019	Plumbing Systems	Monthly

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Gadsden ES - Monthly Meter Readings	10/31/2019	Running	225112	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
Gadsden ES - Playground Insp	11/11/2019	Running	225690	Playground	12/10/2019	Site Improvements	Monthly
Gadsden ES - Range Hood Cleaning	10/13/2019	Running	224257	Food Services	4/13/2020	Equipment	Monthly
Gadsden ES A-10 Heat Pump Yearly	3/3/2019	Running	211672	Heating/Ventilation /A	3/2/2020	HVAC Equip. & Systems	Yearly
Gadsden ES A-9 Air Cooled Cond Yearly	8/11/2019	Running	220823	Heating/Ventilation /A	8/10/2020	HVAC Equip. & Systems	Yearly
Gadsden ES Backflow Inspection	3/3/2019	Running	211677	Plumbing	3/2/2020	Plumbing Systems	Yearly
Gadsden ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	220002	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Gadsden ES Water Treatment for Hydronic	11/14/2019	Running	225824	Heating/Ventilation /A	12/15/2019	HVAC	Monthly
Gadsden HS - Culinary Refrigerators	11/10/2019	Running	225671	Heating/Ventilation /A	12/9/2019	Equipment	Monthly
Gadsden HS - Emergency Eyewash (Monthly)	11/3/2019	Running	225293	Plumbing	12/2/2019	Plumbing Systems	Monthly
Gadsden HS - Fire Pump (Biweekly)	11/10/2019	Running	225670	Fire Protection	11/26/2019	Fire & Safety Systems	Daily
Gadsden HS - Fire Pump Engine	10/6/2019	Running	223711	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Gadsden HS - Fire Pump Inspection	3/31/2019	Running	213168	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
Gadsden HS - Fire Sprinkler Insp.	10/6/2019	Running	223715	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Gadsden HS - GHS-UV-0515 PM Service	10/6/2019	Running	223915	General Maintenance	4/6/2020	Equipment	Monthly
Gadsden HS - Grease Trap	5/26/2019	Running	216684	Food Services	11/25/2019	Plumbing Systems	Monthly
Gadsden HS - Grease Trap (Culinary/Auto)	9/1/2019	Running	222279	Sewage/Water Treatm	3/2/2020	Plumbing Systems	Monthly
Gadsden HS - Lift Station Inspection	11/3/2019	Running	225328	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
Gadsden HS - Monthly Meter Readings	10/31/2019	Running	225105	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
Gadsden HS - Mower M-GHS-0436	8/27/2019	Running	221851	General Maintenance	12/25/2019	Equipment	Monthly
Gadsden HS - Potable Water Tank	9/29/2019	Running	223596	Sewage/Water Treatm	3/31/2020	Plumbing Systems	Monthly
Gadsden HS A10 (Heat Pumps)(Yearly)	3/3/2019	Running	211664	Heating/Ventilation /A	3/2/2020	HVAC Equip. & Systems	Yearly
Gadsden HS A13 (Ceil/Wall Unit)(Yearly)	3/31/2019	Running	213349	Heating/Ventilation /A	4/6/2020	HVAC Equip. & Systems	Yearly
Gadsden HS A16 (Fan Exh.)(S. Annual)	9/8/2019	Running	222510	Heating/Ventilation /A	3/9/2020	HVAC Equip. & Systems	Monthly
Gadsden HS A2 (H/C Unit)(Yearly)	5/31/2019	Running	217017	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
Gadsden HS A9 (Air Condnsr)(Yearly)	8/11/2019	Running	220822	Heating/Ventilation /A	8/10/2020	HVAC Equip. & Systems	Yearly
Gadsden HS B2 (Boiler)(Yearly)	6/3/2019	Running	217206	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
Gadsden HS Backflow Inspection	3/3/2019	Running	211668	Plumbing	3/2/2020	Plumbing Systems	Yearly
Gadsden HS Bleacher Inspection	11/3/2019	Running	225323	General Maintenance	12/2/2019	Equipment	Monthly
Gadsden HS C-11 (Evap.Condnsr)(Yearly)	2/28/2019	Running	211378	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Yearly
Gadsden HS Emer. Light Test: Annual	6/30/2019	Running	218502	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Gadsden HS Emer. Light Test: Monthly	11/3/2019	Running	225312	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden HS Exit Sign Insp: Monthly	11/3/2019	Running	225315	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden HS Exit Sign Test: Annual	6/30/2019	Running	218501	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Gadsden HS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219996	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Gadsden HS Fire Suppression Culinary	11/3/2019	Running	225221	Kitchen Hood	5/4/2020	Fire & Safety Systems	Monthly
Gadsden HS Fire Suppression Insp.	6/30/2019	Running	218350	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Gadsden HS Generator PM (Quarterly)	10/6/2019	Running	223708	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly

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Gadsden HS Grease Treatment - Culinary	11/17/2019	Running	225934	Plumbing	12/16/2019	Plumbing Systems	Monthly
Gadsden HS H11 (E.Heater)(S.Annual)	10/6/2019	Running	223877	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Gadsden HS H6 (Furnace)(Yearly)	10/6/2019	Running	223878	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden HS I4 (Fan Coil)(Yearly)	10/6/2019	Running	223879	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden HS Monthly FE Inspection	11/3/2019	Running	225300	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Gadsden HS- Mower M-GHS-0408 Grounds	11/15/2019	Running	225876	Grounds	11/16/2020	Equipment	Yearly
Gadsden HS Old Eng Bldg - HVAC	10/6/2019	Running	223827	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Gadsden HS- Panther Hut Stoves	10/6/2019	Running	223726	Plumbing	4/6/2020	Equipment	Monthly
Gadsden HS Qtrly Chiller Inspection	10/16/2019	Running	224431	Heating/Ventilation /A/	1/6/2020	HVAC Equip. & Systems	Monthly
Gadsden HS Range Hood - Culinary	11/3/2019	Running	225218	Kitchen Hood	5/4/2020	Equipment	Monthly
Gadsden HS Range Hood Cleaning	10/13/2019	Running	224242	Food Services	4/13/2020	Equipment	Monthly
Gadsden HS Roof Inspection	10/6/2019	Running	223844	Roof	1/6/2020	Roofing	Monthly
Gadsden HS U2 (Heater)(Yearly)	10/6/2019	Running	223880	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden HS-Clothes Dryer (Monthly)	11/3/2019	Running	225326	General Maintenance	12/2/2019	Equipment	Monthly
Gadsden MS - Bleacher Inspection	11/3/2019	Running	225283	General Maintenance	12/2/2019	Equipment	Monthly
Gadsden MS - Clothes Dryer (Monthly)	11/3/2019	Running	225327	General Maintenance	12/2/2019	Equipment	Monthly
Gadsden MS - Emerg. Eyewash (Monthly)	11/3/2019	Running	225294	Plumbing	12/2/2019	Plumbing Systems	Monthly
Gadsden MS - Grease Trap	5/26/2019	Running	216683	Food Services	11/25/2019	Plumbing Systems	Monthly
Gadsden MS - Lift Station Inspection	11/3/2019	Running	225329	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
Gadsden MS - Monthly Meter Readings	10/31/2019	Running	225107	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
Gadsden MS A-1 Wall Ref Elec Semiannual	10/6/2019	Running	223887	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Gadsden MS A-13 A/C Wall Mount Yearly	3/31/2019	Running	213240	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Yearly
Gadsden MS A-16 Fan Exhaust Semiannual	9/30/2019	Running	223609	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Gadsden MS A-2 Split Systems Yearly	5/31/2019	Running	216992	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Gadsden MS A-9 Air Cooled Cond Yearly	5/31/2019	Running	216993	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Gadsden MS B-2 Boiler Yearly	6/3/2019	Running	217128	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Gadsden MS Backflow Inspection	3/3/2019	Running	211578	Plumbing	3/2/2020	Plumbing Systems	Yearly
Gadsden MS C-11 Evap Coolers Yearly	2/28/2019	Running	211358	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Gadsden MS Emer. Light Test: Annual	6/30/2019	Running	218383	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Gadsden MS Emer. Light Test: Monthly	11/3/2019	Running	225313	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden MS Exit Sign Insp: Monthly	11/3/2019	Running	225309	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Gadsden MS Exit Sign Test: Annual	6/30/2019	Running	218384	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Gadsden MS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219992	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Gadsden MS Fire Suppression Insp.	6/30/2019	Running	218351	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Gadsden MS H-6 Furnance Gas Yearly	10/6/2019	Running	223888	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden MS I-4 Fan Coil Unit Yearly	10/6/2019	Running	223889	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden MS March Chiller Insp.	3/3/2019	Running	211529	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Gadsden MS Monthly FE Inspection	11/3/2019	Running	225303	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly

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Gadsden MS Ctrly Chiller Inspection	10/16/2019	Running	224428	Heating/Ventilation /A	1/6/2020	HVAC Equip. & Systems	Monthly
Gadsden MS Range Hood Cleaning	10/13/2019	Running	224243	Food Services	4/13/2020	Equipment	Monthly
Gadsden MS Roof Inspection	10/6/2019	Running	223845	Roof	1/6/2020	Roofing	Monthly
Gadsden MS U-2 Unit HT Gas/Water Yearly	10/6/2019	Running	223890	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Gadsden MS Water Treatment for Hydronic	11/14/2019	Running	225823	Heating/Ventilation /A	12/15/2019	HVAC	Monthly
La Mesa ES Emer. Light Test: Annual	6/30/2019	Running	218405	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
La Mesa ES Emer. Light Test: Monthly	11/3/2019	Running	225314	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
La Mesa ES Exit Sign Insp: Monthly	11/3/2019	Running	225311	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
La Mesa ES Exit Sign Test: Annual	6/30/2019	Running	218403	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
La Mesa ES Monthly FE Inspection	11/3/2019	Running	225304	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
La Mesa ES Roof Inspection	10/6/2019	Running	223846	Roof	1/6/2020	Roofing	Monthly
La Union ES - Clothes Dryer (Monthly)	11/3/2019	Running	225278	General Maintenance	12/2/2019	Equipment	Monthly
La Union ES - Grease Trap	5/26/2019	Running	216685	Food Services	11/25/2019	Plumbing Systems	Monthly
La Union ES - Monthly Meter Readings	10/31/2019	Running	225104	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
La Union ES A-16 Fan Exhaust Semimonthly	8/31/2019	Running	222145	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Monthly
La Union ES A-2 Package Unit Elec Yearly	5/31/2019	Running	217000	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
La Union ES A-9 Air Cooled Yearly	8/11/2019	Running	220816	Heating/Ventilation /A	8/10/2020	HVAC Equip. & Systems	Yearly
La Union ES B-2 Boiler Yearly	6/3/2019	Running	217156	Heating/Ventilation /A	6/1/2020	HVAC Equip. & Systems	Yearly
La Union ES Backflow Inspection	3/3/2019	Running	211608	Plumbing	3/2/2020	Plumbing Systems	Yearly
La Union ES C-11 Evap Coolers Yearly	2/28/2019	Running	211362	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Yearly
La Union ES Emer. Light Test: Monthly	11/3/2019	Running	225267	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
La Union ES Emer. Light Test: Annual	6/30/2019	Running	218421	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
La Union ES Exit Sign Insp: Monthly	11/3/2019	Running	225263	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
La Union ES Exit Sign Test: Annual	6/30/2019	Running	218425	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
La Union ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219983	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
La Union ES Fire Suppression Insp.	6/30/2019	Running	218352	Food Services	1/6/2020	Fire & Safety Systems	Monthly
La Union ES H-11 Unit Elec Ht Semiannual	10/6/2019	Running	223773	Heating/Ventilation /A	4/6/2020	HVAC Equip. & Systems	Monthly
La Union ES I-4 Air Handlers (Qtrly)	10/8/2019	Running	224018	Heating/Ventilation /A	1/8/2020	HVAC Equip. & Systems	Monthly
La Union ES Monthly FE Inspection	11/3/2019	Running	225270	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
La Union ES Playground Insp	11/1/2019	Running	225680	Playground	12/10/2019	Site Improvements	Monthly
La Union ES R-9 Radiator Ht Water Yearly	9/30/2018	Running	203162	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
La Union ES Range Hood Cleaning	10/13/2019	Running	224244	Food Services	4/13/2020	Equipment	Monthly
La Union ES Roof Inspection	10/6/2019	Running	223819	Roof	1/6/2020	Roofing	Monthly
La Union ES U-2 Unit Heater Gas Yearly	10/6/2019	Running	223774	Heating/Ventilation /A	10/5/2020	HVAC Equip. & Systems	Yearly
Loma Linda ES - Clothes Dryer (Monthly)	11/3/2019	Running	225291	General Maintenance	12/2/2019	Equipment	Monthly
Loma Linda ES - Domestic Water Filter	11/5/2019	Running	225410	Sewage/Water Treatm	1/1/2020	Plumbing Systems	Monthly
Loma Linda ES - Grease Trap	5/26/2019	Running	216682	Food Services	11/25/2019	Plumbing Systems	Monthly
Loma Linda ES A10 (Heat Pumps)(Yearly)	3/3/2019	Running	211532	Heating/Ventilation /A	3/2/2020	HVAC Equip. & Systems	Yearly



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Loma Linda ES A13(AC Wall Mount)(Yearly)	3/31/2019	Running	213192	Heating/Ventilation /AI	4/6/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES A16(Fan Exh.)(S. Annual)	9/30/2019	Running	223610	Heating/Ventilation /AI	4/1/2020	HVAC Equip. & Systems	Monthly	
Loma Linda ES A2 (Split System)(Yearly)	5/31/2019	Running	216987	Heating/Ventilation /AI	6/1/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES A9(AC Condenser)(Yearly)	8/11/2019	Running	220804	Heating/Ventilation /AI	8/10/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES B2 (Boiler)(Yearly)	6/3/2019	Running	217096	Heating/Ventilation /AI	6/1/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES Backflow Inspection	3/3/2019	Running	211607	Plumbing	3/2/2020	Plumbing Systems	Yearly	
Loma Linda ES C11(Evap.Condnsr)(Yearly)	2/28/2019	Running	211353	Heating/Ventilation /AI	3/1/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES Emer. Light Test: Annual	6/30/2019	Running	218312	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly	
Loma Linda ES Emer. Light Test: Monthly	11/3/2019	Running	225308	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly	
Loma Linda ES Exit Sign Insp: Monthly	11/3/2019	Running	225316	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly	
Loma Linda ES Exit Sign Test: Annual	6/30/2019	Running	218314	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly	
Loma Linda ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219984	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly	
Loma Linda ES Fire Sprinkler Insp.	10/6/2019	Running	223704	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly	
Loma Linda ES Fire Suppression Insp.	6/30/2019	Running	218353	Food Services	1/6/2020	Fire & Safety Systems	Monthly	
Loma Linda ES H6 (Furnace)(Yearly)	10/6/2019	Running	223892	Heating/Ventilation /AI	10/5/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES I4(Fan Coil)(Yearly)	10/6/2019	Running	223891	Heating/Ventilation /AI	10/5/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES Monthly FE Inspection	11/3/2019	Running	225306	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly	
Loma Linda ES Playground Insp	11/1/2019	Running	225686	Playground	12/10/2019	Site Improvements	Monthly	
Loma Linda ES R9 (Radiator)(Yearly)	9/30/2018	Running	203161	Heating/Ventilation /AI	10/5/2020	HVAC Equip. & Systems	Yearly	
Loma Linda ES Range Hood Cleaning	10/13/2019	Running	224245	Food Services	4/13/2020	Equipment	Monthly	
Loma Linda ES Roof Inspection	10/6/2019	Running	223842	Roof	1/6/2020	Roofing	Monthly	
Loma Linda ES U2 (Heater)(Yearly)	10/6/2019	Running	223886	Heating/Ventilation /AI	10/5/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES - Barrack Drainage (Monthly)	11/3/2019	Running	225325	Plumbing	12/2/2019	Plumbing Systems	Monthly	
Mesquite ES - Domestic Water Filter	11/5/2019	Running	225409	Sewage/Water Treatn	2/5/2020	Plumbing Systems	Monthly	
Mesquite ES - Grease Trap	5/26/2019	Running	216694	Food Services	11/25/2019	Plumbing Systems	Monthly	
Mesquite ES - Lift Station Inspection	11/3/2019	Running	225333	Sewage/Water Treatn	12/2/2019	Plumbing Systems	Monthly	
Mesquite ES - Monthly Meter Readings	10/31/2019	Running	225111	Sewage/Water Treatn	12/1/2019	Plumbing Systems	Monthly	
Mesquite ES A-10 HP Rooftop Yearly	10/6/2019	Running	223902	Heating/Ventilation /AI	4/6/2020	HVAC Equip. & Systems	Monthly	
Mesquite ES A-16 Fan Exhaust Semiannual	3/3/2019	Running	211638	Heating/Ventilation /AI	3/2/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES A-2 Electric Heat Yearly	9/30/2019	Running	223608	Heating/Ventilation /AI	4/1/2020	HVAC Equip. & Systems	Monthly	
Mesquite ES A-9 Air Cooled Cond. Yearly	5/31/2019	Running	217002	Heating/Ventilation /AI	6/1/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES B-2 Boiler Yearly	8/11/2019	Running	220819	Heating/Ventilation /AI	8/10/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES C-11 Evap Coolers Yearly	6/3/2019	Running	217175	Heating/Ventilation /AI	6/1/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES Emer. Light Test: Annual	2/28/2019	Running	211365	Heating/Ventilation /AI	3/1/2020	HVAC Equip. & Systems	Yearly	
Mesquite ES Emer. Light Test: Monthly	6/30/2019	Running	218450	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly	
Mesquite ES Exit Sign Insp: Monthly	11/3/2019	Running	225310	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly	
Mesquite ES Exit Sign Test: Annual	11/3/2019	Running	225319	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly	
Mesquite ES Exit Sign Test: Monthly	6/30/2019	Running	218452	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly	

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Mesquite ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219985	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Mesquite ES Fire Suppression Insp.	6/30/2019	Running	218354	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Mesquite ES Monthly FE Inspection	1/13/2019	Running	225307	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Mesquite ES R-9 Rad Hot Water 2 years	9/30/2018	Running	203164	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Mesquite ES Range Hood Cleaning	10/13/2019	Running	224246	Food Services	4/13/2020	Equipment	Monthly
Mesquite ES Roof Inspection	10/6/2019	Running	223843	Roof	1/6/2020	Roofing	Monthly
Mesquite ES U-2 Unit Heater Gas Yearly	10/6/2019	Running	223901	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
North Valley ES - Fire Pump (Biweekly)	11/6/2019	Running	225475	Fire Protection	11/22/2019	Fire & Safety Systems	Daily
North Valley ES - Fire Pump Engine	10/6/2019	Running	223707	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
North Valley ES - Fire Pump Inspection	3/31/2019	Running	213169	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
North Valley ES - Fire Sprinkler Insp.	10/6/2019	Running	223716	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
North Valley ES - Grease Trap	5/26/2019	Running	216693	Food Services	11/25/2019	Plumbing Systems	Monthly
North Valley ES - Potable Water Tank	9/29/2019	Running	223597	Sewage/Water Treatm	3/31/2020	Plumbing Systems	Monthly
North Valley ES - Range Hood Cleaning	10/13/2019	Running	224256	Food Services	4/13/2020	Equipment	Monthly
North Valley ES A10 (Heat Pumps)(Yearly)	3/3/2019	Running	211600	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
North Valley ES A16 (Fan Exhst)(S.Ann.)	5/31/2019	Running	216998	Heating/Ventilation /A/	12/1/2019	HVAC Equip. & Systems	Monthly
North Valley ES A2 (H/C Unit)(Yearly)	5/31/2019	Running	216999	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
North Valley ES A9 (A/C Cndsr)(Yearly)	8/11/2019	Running	220815	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
North Valley ES Emer Light Test: Monthly	11/3/2019	Running	225317	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
North Valley ES Exit Sign Insp: Monthly	11/3/2019	Running	225321	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
North Valley ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219986	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
North Valley ES Fire Suppression Insp.	6/30/2019	Running	218356	Food Services	1/6/2020	Fire & Safety Systems	Monthly
North Valley ES H11(E.Heat)(S.Annual)	6/3/2019	Running	217145	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
North Valley ES H6 (Furnace)(Yearly)	10/6/2019	Running	223882	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
North Valley ES Monthly FE Inspection	11/3/2019	Running	225305	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
North Valley ES Playground Inspection	11/11/2019	Running	225689	Playground	12/10/2019	Site Improvements	Monthly
North Valley ES Roof Inspection	10/6/2019	Running	223900	Roof	1/6/2020	Roofing	Monthly
North Valley ES Water Treatment Hydronic	11/14/2019	Running	225825	Heating/Ventilation /A/	12/15/2019	HVAC	Monthly
Northern Pre-K - Monthly Meter Readings	10/31/2019	Running	225110	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
Northern Pre-K A16(Fan Exhst)(S. Annual)	5/31/2019	Running	216996	Heating/Ventilation /A/	12/1/2019	HVAC Equip. & Systems	Monthly
Northern Pre-K A2 (H/C Unit)(Yearly)	5/31/2019	Running	216997	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Northern Pre-K A9 (AC Condenser)(Yearly)	8/11/2019	Running	220814	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Northern Pre-K B2 (Boiler)(Yearly)	6/3/2019	Running	217143	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Northern Pre-K Domestic Water Filter	11/5/2019	Running	225408	Sewage/Water Treatm	3/4/2020	Plumbing Systems	Monthly
Northern Pre-K Fire Ext. Insp. (Yearly)	8/4/2019	Running	220001	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Northern Prek H11(E.Heat)(S.Annual)	6/3/2019	Running	217144	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Northern Prek 14 (Fan Coil)(Yearly)	10/6/2019	Running	223881	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Northern Pre-K -Lift Station Inspection	11/3/2019	Running	225335	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly

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Northern Pre-K Playground Insp	11/11/2019	Running	225687	Playground	12/10/2019	Site Improvements	Monthly
Physical Plant - Clothes Dryer (Monthly)	1/13/2019	Running	225337	General Maintenance	12/2/2019	Equipment	Monthly
Physical Plant - Grease Trap (Custodial)	9/1/2019	Running	222281	Sewage/Water Treatm	3/2/2020	Plumbing Systems	Monthly
Physical Plant - Maintenance Plan	9/26/2019	Running	223476	General Maintenance	9/25/2020	Site Preparation	Yearly
Physical Plant Backflow Inspection	3/3/2019	Running	211582	Plumbing	3/2/2020	Plumbing Systems	Yearly
Physical Plant FE Inspection	11/3/2019	Running	225296	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Physical Plant Fire Ext. Insp. (Yearly)	8/4/2019	Running	220000	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Physical Plant Roof Inspection	10/6/2019	Running	223850	Roof	1/6/2020	Roofing	Monthly
Physical Plant Vehicle Inspection	4/7/2019	Running	213837	Vehicle Maintenance	3/9/2020	Equipment	Monthly
Physical Plant Vehicle Inspection	3/10/2019	Running	212114	Vehicle Maintenance	3/9/2020	Equipment	Monthly
PPD - Forlift PM Service F-PPD-0716 (6m)	8/12/2019	Running	220844	General Maintenance	2/11/2020	Equipment	Monthly
PPD - Fueling Station Monthly Inspection	1/13/2019	Running	225340	General Maintenance	12/2/2019	Other Site Construction	Monthly
PPD - Quarterly Meeting	1/14/2019	Running	225341	General Maintenance	2/4/2020	Site Preparation	Monthly
PPD - Wastewater Sludge Sampling (6mths)	8/19/2019	Running	221373	Sewage/Water Treatm	2/18/2020	Plumbing Systems	Monthly
PPD Dist Backhoe 0526 - Full Service -SP	8/6/2019	Running	220273	General Maintenance	5/6/2020	Equipment	Monthly
PPD Fuel Station/Leak Detector (7) Yrly	2/28/2019	Running	211379	General Maintenance	3/1/2020	Other Site Construction	Yearly
PPD Fuel Station/Line Tightness Test D&H	2/28/2019	Running	211350	General Maintenance	3/1/2020	Other Site Construction	Yearly
PPD/GHS - WW Monthly Sampling	10/31/2019	Running	225113	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
PPD-FS Walk-In Freezer K-109A (Semi)	10/13/2019	Running	224259	Food Services	4/13/2020	Equipment	Monthly
PPD-FS Walk-In Refrigerator K-109 (Semi)	10/13/2019	Running	224260	Food Services	4/13/2020	Equipment	Monthly
PPD-MP-0143 DT PM Service - by SWP	10/6/2019	Running	223916	General Maintenance	4/6/2020	Equipment	Monthly
PPD-T-0524 Bobcat PM Service	2/14/2019	Running	210575	General Maintenance	2/15/2020	Equipment	Yearly
PPD-T-0525 PM (Excavator) - by SP	8/5/2019	Running	220125	General Maintenance	5/5/2020	Equipment	Monthly
PPD-T-0529 PM (Trencher) - by SP	8/4/2019	Running	220106	General Maintenance	2/3/2020	Equipment	Monthly
PPD-Warehouse A-16 Exhaust Fan (Semi)	10/31/2019	Running	225103	Heating/Ventilation /A	5/1/2020	HVAC Equip. & Systems	Monthly
PPD-Warehouse A-2 A/C Pkg Unit (Semi)	10/27/2019	Running	224947	Heating/Ventilation /A	4/27/2020	HVAC Equip. & Systems	Monthly
PPD-Warehouse C-11 Evap Coolers (Yrly)	2/28/2019	Running	211359	Heating/Ventilation /A	3/1/2020	HVAC Equip. & Systems	Yearly
PPD-Warehouse U-2 Unit Heater Gas (Yrly)	10/17/2019	Running	224482	Heating/Ventilation /A	10/16/2020	HVAC Equip. & Systems	Yearly
QRTLY BDLG INSP REPORT (SP)	10/13/2019	Running	224234	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT	10/13/2019	Running	224277	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (AE)	10/13/2019	Running	224235	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (CE)	10/13/2019	Running	224232	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (CH)	10/13/2019	Running	224285	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (DP)	10/13/2019	Running	224284	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (DV)	10/13/2019	Running	224265	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (GAC)	10/13/2019	Running	224262	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (GES)	10/13/2019	Running	224273	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (GH)	10/13/2019	Running	224231	Custodial	1/13/2020	Custodial	Monthly

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QRTLY BLDG INSP REPORT (GM)	10/13/2019	Running	224280	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (LL)	10/13/2019	Running	224272	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (LM/PRE-K)	10/13/2019	Running	224278	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (LU)	10/13/2019	Running	224263	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (MQ)	10/13/2019	Running	224283	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (NV)	10/13/2019	Running	224268	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (RS)	10/13/2019	Running	224275	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (SR)	10/13/2019	Running	224279	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (STE)	10/13/2019	Running	224276	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (STH)	10/13/2019	Running	224282	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (STM)	10/13/2019	Running	224264	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORT (VE)	10/13/2019	Running	224233	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORTS (BE)	10/13/2019	Running	224286	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORTS (CM)	10/13/2019	Running	224281	Custodial	1/13/2020	Custodial	Monthly
QRTLY BLDG INSP REPORTS (DT)	10/13/2019	Running	224274	Custodial	1/13/2020	Custodial	Monthly
Qty Bldg Inspection Report (YH)	10/13/2019	Running	224261	Custodial	1/13/2020	Custodial	Monthly
Riverside ES - Grease Trap	5/26/2019	Running	216690	Food Services	11/25/2019	Plumbing Systems	Monthly
Riverside ES - Split System Filters	10/13/2019	Running	224270	Heating/Ventilation /Ai	12/9/2019	HVAC Equip. & Systems	Monthly
Riverside ES A-10 HP Rooftop Yearly	3/3/2019	Running	211531	Heating/Ventilation /Ai	3/2/2020	HVAC Equip. & Systems	Yearly
Riverside ES A-13 A/C Wall Mount Yearly	3/31/2019	Running	213154	Heating/Ventilation /Ai	4/6/2020	HVAC Equip. & Systems	Yearly
Riverside ES A-16 Fan Exhaust Semiannual	8/31/2019	Running	222146	Heating/Ventilation /Ai	3/1/2020	HVAC Equip. & Systems	Monthly
Riverside ES A-2 Gas/Elec Unit Yearly	5/31/2019	Running	216986	Heating/Ventilation /Ai	6/1/2020	HVAC Equip. & Systems	Yearly
Riverside ES A-9 Air Cooled Cond Yearly	8/11/2019	Running	220810	Heating/Ventilation /Ai	8/10/2020	HVAC Equip. & Systems	Yearly
Riverside ES B-2 Boiler Hot Water Yearly	6/3/2019	Running	217120	Heating/Ventilation /Ai	6/1/2020	HVAC Equip. & Systems	Yearly
Riverside ES Backflow Inspection	3/3/2019	Running	211528	Plumbing	3/2/2020	Plumbing Systems	Yearly
Riverside ES Emer. Light Test: Annual	6/30/2019	Running	218373	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Riverside ES Emer. Light Test: Monthly	11/3/2019	Running	225261	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Riverside ES Exit Sign Insp: Monthly	11/3/2019	Running	225254	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Riverside ES Exit Sign Test: Annual	6/30/2019	Running	218372	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Riverside ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219987	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Riverside ES Fire Suppression Insp.	6/30/2019	Running	218355	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Riverside ES Monthly FE Inspection	11/3/2019	Running	225271	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Riverside ES Playground Insp	11/11/2019	Running	225681	Playground	12/10/2019	Site Improvements	Monthly
Riverside ES Range Hood Cleaning	10/13/2019	Running	224247	Food Services	4/13/2020	Equipment	Monthly
Riverside ES Roof Inspection	10/6/2019	Running	223813	Roof	1/6/2020	Roofing	Monthly
Riverside ES U-2 Unit Heater Gas Yearly	10/6/2019	Running	223787	Heating/Ventilation /Ai	10/5/2020	HVAC Equip. & Systems	Yearly
San Miguel ES - Lift Station Inspection	11/3/2019	Running	225330	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
San Miguel ES -Grounds Service (Monthly)	11/6/2019	Running	225473	Grounds	12/5/2019	Site Preparation	Monthly

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Santa Teresa ES - Grease Trap	5/26/2019	Running	216686	Food Services	11/25/2019	Plumbing Systems	Monthly
Santa Teresa ES A-10 HEAT PUMPS (ANIN)	3/3/2019	Running	211615	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Santa Teresa ES A-2 Unitary H/C - Annual	6/30/2019	Running	218423	Heating/Ventilation /A/	7/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa ES A-9 Air-Cooled (Annual)	6/30/2019	Running	218422	Heating/Ventilation /A/	7/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa ES Backflow Inspection	3/3/2019	Running	211617	Plumbing	3/2/2020	Plumbing Systems	Yearly
Santa Teresa ES C-4 Quarterly MSS	9/1/2019	Running	222199	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Santa Teresa ES -Clothes Dryer (Monthly)	11/3/2019	Running	225280	General Maintenance	12/2/2019	Equipment	Monthly
Santa Teresa ES Emer Light Test: Monthly	11/3/2019	Running	225262	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa ES Emer Light Test: Annual	6/30/2019	Running	218426	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa ES Exit Sign Insp: Monthly	11/3/2019	Running	225257	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa ES Exit Sign Test: Annual	6/30/2019	Running	218424	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219988	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Santa Teresa ES Fire Suppression Insp.	6/30/2019	Running	218357	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Santa Teresa ES Monthly FE Inspection	11/3/2019	Running	225277	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa ES Playground Insp	11/11/2019	Running	225682	Playground	12/10/2019	Site Improvements	Monthly
Santa Teresa ES Range Hood Cleaning	10/13/2019	Running	224248	Food Services	4/13/2020	Equipment	Monthly
Santa Teresa ES Roof Inspection	10/6/2019	Running	223816	Roof	1/6/2020	Roofing	Monthly
Santa Teresa ES A-16 Fan Exhaust (SemiA)	9/30/2019	Running	223606	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Santa Teresa ES C-11 Evap CSD (Yearly)	6/30/2019	Running	218429	Heating/Ventilation /A/	7/6/2020	HVAC Equip. & Systems	Yearly
Santa Teresa ES-H6 Rooftop Fur (Yearly)	10/6/2019	Running	223777	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Santa Teresa ES-U2 Heat Gas (Yearly)	10/6/2019	Running	223778	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS - Acid Dilution Tank	10/2/2019	Running	223684	Plumbing	10/7/2021	Other Site Construction	Yearly
Santa Teresa HS - Culinary Refrigerators	11/11/2019	Running	225677	Heating/Ventilation /A/	12/10/2019	Equipment	Monthly
Santa Teresa HS - Emerg. Eyewash (Mithy)	11/3/2019	Running	225279	Plumbing	12/2/2019	Plumbing Systems	Monthly
Santa Teresa HS - Grease Trap	5/26/2019	Running	216688	Food Services	11/25/2019	Plumbing Systems	Monthly
Santa Teresa HS - Mower 0425 - Grounds	11/15/2019	Running	225880	General Maintenance	11/16/2020	Equipment	Yearly
Santa Teresa HS A-1 Wall Ref Unit (SM)	10/6/2019	Running	223786	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Santa Teresa HS A-11 Air Han Unit Yearly	10/8/2019	Running	224019	Heating/Ventilation /A/	1/8/2020	HVAC Equip. & Systems	Monthly
Santa Teresa HS A-16 Roof/Exh Semiannual	9/30/2019	Running	223603	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Santa Teresa HS A-2 H/C Units Yearly	5/31/2019	Running	216988	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS A-4 Comp Air Semiannual	10/7/2019	Running	223930	Heating/Ventilation /A/	4/14/2020	HVAC Equip. & Systems	Monthly
Santa Teresa HS A-9 Air Cooled Yearly	8/11/2019	Running	220805	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS B-2 Boiler Yearly	6/3/2019	Running	217098	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS Backflow Inspection	3/3/2019	Running	211543	Plumbing	3/2/2020	Plumbing Systems	Yearly
Santa Teresa HS Bleacher Inspection	11/3/2019	Running	225253	General Maintenance	12/2/2019	Equipment	Monthly
Santa Teresa HS C-11 Evap Coolers Yearly	2/28/2019	Running	211354	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS -Clothes Dryer (Monthly)	11/3/2019	Running	225281	General Maintenance	12/2/2019	Equipment	Monthly
Santa Teresa HS Emer Light Test: Monthly	11/3/2019	Running	225264	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly

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Santa Teresa HS Emer. Light Test: Annual	6/30/2019	Running	218316	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa HS Exit Sign Insp: Monthly	11/3/2019	Running	225258	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa HS Exit Sign Test: Annual	6/30/2019	Running	218315	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa HS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219998	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Santa Teresa HS Fire Sprinkler Insp.	10/6/2019	Running	223705	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Santa Teresa HS Fire Suppress Culinary	11/3/2019	Running	225222	Kitchen Hood	5/4/2020	Fire & Safety Systems	Monthly
Santa Teresa HS Fire Suppression Insp.	6/30/2019	Running	218358	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Santa Teresa HS Grease Treatment-Culinary	11/17/2019	Running	225933	Plumbing	12/16/2019	Plumbing Systems	Monthly
Santa Teresa HS H-6 Ritop Furn Yearly	10/6/2019	Running	223789	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS I-4 Fan Coil Unit Yearly	10/6/2019	Running	223790	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS March Chiller Insp.	3/3/2019	Running	211530	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS Monthly FE Inspection	11/3/2019	Running	225274	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa HS Qlry Chiller Inspection	10/16/2019	Running	224427	Heating/Ventilation /A/	1/6/2020	HVAC Equip. & Systems	Monthly
Santa Teresa HS Range Hood - Culinary	11/3/2019	Running	225219	Kitchen Hood	5/4/2020	Equipment	Monthly
Santa Teresa HS Range Hood Cleaning	10/13/2019	Running	224249	Food Services	4/13/2020	Equipment	Monthly
Santa Teresa HS Roof Inspection	10/6/2019	Running	223814	Roof	1/6/2020	Roofing	Monthly
Santa Teresa HS U-2 Unit Ht Gas Yearly	10/6/2019	Running	223791	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Santa Teresa HS- UV-STHS-0518 PM Servi	11/3/2019	Running	225338	General Maintenance	5/4/2020	Equipment	Monthly
Santa Teresa HS-Grease Trap (Cull/Auto)	9/1/2019	Running	222280	Sewage/Water Treatm	3/2/2020	Plumbing Systems	Monthly
Santa Teresa MS - Grease Trap	5/26/2019	Running	216702	Food Services	11/25/2019	Plumbing Systems	Monthly
Santa Teresa MS - Mower 0416 - Grounds	11/15/2019	Running	225879	General Maintenance	11/16/2020	Equipment	Yearly
Santa Teresa MS - UV-STM-0517 PM Servi	11/3/2019	Running	225339	General Maintenance	5/4/2020	Equipment	Monthly
Santa Teresa MS A1(Wall Refr./E/H)(Semi)	10/6/2019	Running	223780	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
Santa Teresa MS A10 (Heat Pump)(Yearly)	3/3/2019	Running	211555	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Santa Teresa MS A16 (Fan Exh.)(Monthly)	9/30/2019	Running	223605	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Santa Teresa MS- A-9 Air Cooled (Yearly)	8/11/2019	Running	220808	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Santa Teresa MS Backflow Inspection	3/3/2019	Running	211556	Plumbing	3/2/2020	Plumbing Systems	Yearly
Santa Teresa MS Bleacher Inspection	11/3/2019	Running	225252	General Maintenance	12/2/2019	Equipment	Monthly
Santa Teresa MS C-11(Evap.Down)(Yearly)	8/4/2019	Running	220024	Heating/Ventilation /A/	8/3/2020	HVAC Equip. & Systems	Yearly
Santa Teresa MS -Clothes Dryer (Monthly)	11/3/2019	Running	225282	General Maintenance	12/2/2019	Equipment	Monthly
Santa Teresa MS Emer Light Test: Monthly	11/3/2019	Running	225255	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa MS Emer Light Test: Annual	6/30/2019	Running	218335	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa MS Exit Sign Insp: Monthly	11/3/2019	Running	225259	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Santa Teresa MS Exit Sign Test: Annual	6/30/2019	Running	218334	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Santa Teresa MS Fire Ext. Insp. (Yearly)	8/4/2019	Running	219993	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Santa Teresa MS Fire Suppress Insp.	6/30/2019	Running	218359	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Santa Teresa MS H6(Roof Furnace)(Yearly)	12/31/2018	Running	207810	Heating/Ventilation /A/	1/1/2020	HVAC Equip. & Systems	Yearly
Santa Teresa MS Monthly FE Inspection	11/3/2019	Running	225275	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly

663 - PM Schedule Listing

PM Schedule Title	Date Generated	Status	Last W/O ID	Craft	Next PM W/O On	Classification	Recurrence Pattern
Santa Teresa MS Range Hood Cleaning	10/13/2019	Running	224250	Food Services	4/13/2020	Equipment	Monthly
Santa Teresa MS Roof Inspection	10/6/2019	Running	223815	Roof	1/6/2020	Roofing	Monthly
Santa Teresa MS U2 (Heat Gas)(Yearly)	10/6/2019	Running	223779	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
SNP Complex Fire Ext. Insp. (Yearly)	8/4/2019	Running	219997	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
SNP Complex - H11 (E.Heater)(S.Annual)	10/6/2019	Running	223724	Heating/Ventilation /A/	4/6/2020	HVAC Equip. & Systems	Monthly
SNP Complex - Monthly Meter Readings	10/31/2019	Running	225106	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
SNP Complex - Monthly Water Samples	11/3/2019	Running	225334	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
SNP Complex - Roof Inspection	10/6/2019	Running	223725	Roof	1/6/2020	Roofing	Monthly
SNP Complex - Water Filters	9/30/2019	Running	223614	Sewage/Water Treatm	12/1/2019	Plumbing Systems	Monthly
SNP Complex A2 (H/C Unit)(Yearly)	5/31/2019	Running	216990	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
SNP Complex Emer Light Test: Annual	6/30/2019	Running	218280	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
SNP Complex Exit Sign Test: Annual	6/30/2019	Running	218281	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Sunland Park ES - Grease Trap	5/26/2019	Running	216692	Food Services	11/25/2019	Plumbing Systems	Monthly
Sunland Park ES - Split System Filters	10/13/2019	Running	224269	Heating/Ventilation /A/	12/9/2019	HVAC Equip. & Systems	Monthly
Sunland Park ES A-1 Wall Ref Semiannual	9/1/2019	Running	222200	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Monthly
Sunland Park ES A-10 HP Rooflop Yearly	3/3/2019	Running	211679	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Sunland Park ES A-16 Fan Exh Semiannual	8/31/2019	Running	222147	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Monthly
Sunland Park ES A-2 Split System Yearly	5/31/2019	Running	217018	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Sunland Park ES A-9 Air Cooled Yearly	8/11/2019	Running	220825	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Sunland Park ES B-2 Boiler Yearly	6/3/2019	Running	217220	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Sunland Park ES Backflow Inspection	3/3/2019	Running	211680	Plumbing	3/2/2020	Plumbing Systems	Yearly
Sunland Park ES C-11 Evap Coolers Yearly	2/28/2019	Running	211381	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Sunland Park ES Emer Light Test: Monthly	11/3/2019	Running	225256	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Sunland Park ES Emer. Light Test: Annual	6/30/2019	Running	218517	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Sunland Park ES Exit Sign Insp: Monthly	11/3/2019	Running	225260	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Sunland Park ES Exit Sign Test: Annual	6/30/2019	Running	218518	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Sunland Park ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219989	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Sunland Park ES Fire Suppression Insp.	6/30/2019	Running	218360	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Sunland Park ES Monthly FE Inspection	11/3/2019	Running	225276	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Sunland Park ES Playground Insp	11/11/2019	Running	225683	Playground	12/10/2019	Site Improvements	Monthly
Sunland Park ES Range Hood Cleaning	10/13/2019	Running	224251	Food Services	4/13/2020	Equipment	Monthly
Sunland Park ES Roof Inspection	10/6/2019	Running	223817	Roof	1/6/2020	Roofing	Monthly
Sunland Park ES U-2 Gas Heater Yearly	10/6/2019	Running	223788	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Sunrise ES - Clothes Dryer (Monthly)	11/3/2019	Running	225226	General Maintenance	12/2/2019	Equipment	Monthly
Sunrise ES - Grease Trap	5/26/2019	Running	216699	Food Services	11/25/2019	Plumbing Systems	Monthly
Sunrise ES - Lift Station Inspection	11/3/2019	Running	225332	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
Sunrise ES Water Treatment for Hydronic	11/14/2019	Running	225827	Heating/Ventilation /A/	12/15/2019	HVAC	Monthly
Sunrise ES A-1 Semiannual MCS	9/1/2019	Running	222172	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Monthly

663 - PM Schedule Listing

PM Schedule Title	Date Generated	Status	Last WOID	Craft	Next PM WO On	Classification	Recurrence Pattern
Sunrise ES A10 (Heat Pumps)(Yearly)	3/3/2019	Running	211561	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Sunrise ES A-11 Quarterly ERV	9/1/2019	Running	222170	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Sunrise ES A16 (Fan Exh.)(S. Annual)	9/30/2019	Running	223601	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Sunrise ES A2 (H/C Unit)(Yearly)	5/31/2019	Running	217003	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Sunrise ES A-6 Quarterly PUG	9/1/2019	Running	222174	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Sunrise ES A9 (A/C Condr)(Yearly)	8/1/2019	Running	220820	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Sunrise ES Backflow Inspection	3/3/2019	Running	211565	Plumbing	3/2/2020	Plumbing Systems	Yearly
Sunrise ES C-11 (Evap.Cooler)(Yearly)	2/28/2019	Running	211355	Heating/Ventilation /A/	3/1/2020	HVAC Equip. & Systems	Yearly
Sunrise ES C-4 Quarterly SS	9/1/2019	Running	222173	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Sunrise ES C-6 Quarterly HP	9/1/2019	Running	222171	Heating/Ventilation /A/	12/2/2019	HVAC Equip. & Systems	Monthly
Sunrise ES Emer. Light Test: Annual	6/30/2019	Running	218456	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Sunrise ES Emer. Light Test: Monthly	11/3/2019	Running	225240	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Sunrise ES Exit Sign Insp: Monthly	11/3/2019	Running	225241	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Sunrise ES Exit Sign Test: Annual	6/30/2019	Running	218455	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Sunrise ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219990	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Sunrise ES Fire Suppression Insp.	6/30/2019	Running	218361	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Sunrise ES H6 (Furnace)(Yearly)	10/6/2019	Running	223755	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Sunrise ES Monthly FE Inspection	11/3/2019	Running	225231	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Sunrise ES Playground Insp	11/1/2019	Running	225674	Playground	12/10/2019	Site Improvements	Monthly
Sunrise ES Range Hood Cleaning	10/13/2019	Running	224252	Food Services	4/13/2020	Equipment	Monthly
Sunrise ES Roof Inspection	10/6/2019	Running	223740	Roof	1/6/2020	Roofing	Monthly
Sunrise ES U2 (Gas Heater)(Yearly)	10/6/2019	Running	223756	Heating/Ventilation /A/	10/5/2020	HVAC Equip. & Systems	Yearly
Vado ES - Water Treatment for Hydronic	11/14/2019	Running	225826	Heating/Ventilation /A/	12/15/2019	HVAC	Monthly
Vado ES - Clothes Dryer (Monthly)	11/3/2019	Running	225324	General Maintenance	12/2/2019	Equipment	Monthly
Vado ES - Grease Trap	5/26/2019	Running	216695	Food Services	11/25/2019	Plumbing Systems	Monthly
Vado ES A-10 Heat Pump Yearly	3/3/2019	Running	211544	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly
Vado ES A-16 - Fan Exhaust Semiannual	9/30/2019	Running	223611	Heating/Ventilation /A/	4/1/2020	HVAC Equip. & Systems	Monthly
Vado ES A-2 Package Unit Elec Yearly	5/31/2019	Running	216989	Heating/Ventilation /A/	6/1/2020	HVAC Equip. & Systems	Yearly
Vado ES A-9 Air Cooled Cond Yearly	8/1/2019	Running	220806	Heating/Ventilation /A/	8/10/2020	HVAC Equip. & Systems	Yearly
Vado ES Emer. Light Test: Annual	6/30/2019	Running	218329	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Vado ES Emer. Light Test: Monthly	11/3/2019	Running	225320	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Vado ES Exit Sign Insp: Monthly	11/3/2019	Running	225322	General Maintenance	12/2/2019	Fire & Safety Systems	Monthly
Vado ES Exit Sign Test: Annual	6/30/2019	Running	218330	Fire Protection	7/6/2020	Fire & Safety Systems	Yearly
Vado ES Fire Ext. Insp. (Yearly)	8/4/2019	Running	219991	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly
Vado ES Fire Suppression Insp.	6/30/2019	Running	218362	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Vado ES Monthly FE Inspection	11/3/2019	Running	225295	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Vado ES Playground Insp	11/1/2019	Running	225688	Playground	12/10/2019	Site Improvements	Monthly
Vado ES R-3 Ref. Unit Yearly	3/3/2019	Running	211545	Heating/Ventilation /A/	3/2/2020	HVAC Equip. & Systems	Yearly



663 - PM Schedule Listing

PM Schedule Title	Date Generated	Status	Last W/O ID	Craft	Next PM W/O On	Classification	Recurrence Pattern
Vado ES Range Hood Cleaning	10/13/2019	Running	224253	Food Services	4/13/2020	Equipment	Monthly
Vado ES Roof Inspection	10/6/2019	Running	223847	Roof	1/6/2020	Roofing	Monthly
Yucca Heights ES - Clothes Dryer (M)	11/3/2019	Running	225229	General Maintenance	12/2/2019	Equipment	Monthly
Yucca Heights ES - Emer. Light (M)	11/3/2019	Running	225224	Fire Protection	12/2/2019	Fire & Safety Systems	Monthly
Yucca Heights ES - Exit Sign Insp Mly	11/3/2019	Running	225230	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Yucca Heights ES - FE Inspection (M)	11/3/2019	Running	225225	Fire Extinguishers	12/2/2019	Fire & Safety Systems	Monthly
Yucca Heights ES - Fire Pump Engine	10/6/2019	Running	223720	Fire Protection	1/6/2020	Fire & Safety Systems	Monthly
Yucca Heights ES - Fire Pump Inspection	3/31/2019	Running	213158	Fire Protection	4/1/2020	Fire & Safety Systems	Yearly
Yucca Heights ES - Fire Sprinkler Insp.	10/6/2019	Running	223719	Fire Sprinkler System	1/6/2020	Fire & Safety Systems	Monthly
Yucca Heights ES - Fire Suppression Insp	6/30/2019	Running	218341	Food Services	1/6/2020	Fire & Safety Systems	Monthly
Yucca Heights ES - Grease Trap	5/26/2019	Running	216703	Food Services	11/25/2019	Plumbing Systems	Monthly
Yucca Heights ES - Playground Insp	11/11/2019	Running	225675	Playground	12/10/2019	Site Improvements	Monthly
Yucca Heights ES - Range Hood Cleaning	10/13/2019	Running	224258	Food Services	4/13/2020	Equipment	Monthly
Yucca Heights ES Roof Inspection	10/6/2019	Running	223729	Roof	1/6/2020	Roofing	Monthly
Yucca Heights ES- WW Recirculating Plant	11/3/2019	Running	225336	Sewage/Water Treatm	12/2/2019	Plumbing Systems	Monthly
Yucca Heights ES-Fire Ext. Insp (Yearly)	8/4/2019	Running	220003	Fire Extinguishers	8/3/2020	Fire & Safety Systems	Yearly



Track PM Cost by  
Contracted Services

Attachment to  
#6

<b>Work Order ID</b> 225824		<b>Craft</b> Heating/Ventilation /Air Conditioning		<b>Completion Date</b>			
<b>Description</b>		Monthly - Gadsden ES Water Treatment for Hydronic - Refer to PM schedule details.					
<b>Location</b>		Gadsden ES	<b>Request Date</b>		11/14/2019		
<b>Building</b>			<b>Status</b>		Work In Progress		
<b>Area</b>			<b>Priority</b>		Medium		
<b>Area Number</b>			<b>Purpose Code</b>		Preventive Maintenance		
<b>Equip Item No.</b>			<b>Budget Code</b>				
<b>Equip. Desc</b>			<b>Requester</b>		Margret Villalobos		
<b>Assigned To</b>		Vallejo, Albert	<b>Requester Phone</b>		575-882-6913		
<b>Notes</b>							

Labor			Purchases					To Date:	\$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each	
					MAZODILL'S	PETERSONS		100 <sup>00</sup>	
11-14	A VALLEJO	1							

			Inventory				To Date:	\$0.00
Date	Item No	Description	Qty	Pool				

<b>Action Taken</b>	LOOP HAS BEEN SERVICED.
---------------------	-------------------------

	11-14-19 Date		Date
Technician/Supervisor		Confirmation/Accepted By	Printed by Albert Vallejo
www.schoolde.com MaintenanceDirect			

1	<input type="checkbox"/>	<b>Task:</b> Contracted Service <b>Procedures:</b> <b>Comments:</b>
---	--------------------------	---------------------------------------------------------------------------

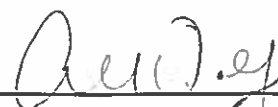
<b>Work Order ID</b>	220002	<b>Craft</b>	Fire Extinguishers	<b>Completion Date</b>	
<b>Description</b>	Yearly - Gadsden ES Fire Ext. Insp. (Yearly) - Refer to PM schedule details.				
<b>Location</b>	Gadsden ES	<b>Request Date</b>	8/4/2019		
<b>Building</b>		<b>Status</b>	Work In Progress		
<b>Area</b>		<b>Priority</b>	Medium		
<b>Area Number</b>		<b>Purpose Code</b>	Preventive Maintenance		
<b>Equip Item No.</b>		<b>Budget Code</b>			
<b>Equip. Desc</b>		<b>Requester</b>	Margret Villalobos		
<b>Assigned To</b>	Vallejo, Albert	<b>Requester Phone</b>	575-882-6913		
<b>Notes</b>					

Labor			Purchases			To Date:		\$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
		(2)						

Inventory				To Date:		\$0.00
Date	Item No	Description	Qty	Pool		

**Action Taken** ATTACHED

Equipment			
ID	Model #	Area	Notes
Description	Serial #	Area # Building	


10-31-19
\_\_\_\_\_
\_\_\_\_\_

Technician/Supervisor Date Confirmation/Accepted By Date  
 www.schoolsde.com MaintenanceDirect Printed by Albert Vallejo

# Assurance Fire Protection, LLC

10041 Carnegie Avenue  
 El Paso, TX 79925  
 Tel: (915) 591-4544  
 Fax: (915) 591-4569

# Invoice

Invoice D...	Invoice #
10/30/2019	27256FX

<b>Bill To</b>
Gadsden ISD PO Drawer 70 Anthony, NM 88021

<b>Job Location</b>
Gadsden Elementary School 1440 Highway 478 Anthony, NM 88021

AFP W/O #	P.O. Number	Terms	Tech	Service Date	Description
68408	192000619	Net 10	RC	10/17/2019	FX
Quantity	Item Code	Description		Price Each	Amount
2	FS-026	6 Year Maintenance - 10#		20.00	40.00T
17	FS-001	Annual Inspection - Portable (All Sizes)		5.50	93.50T
				<i>Complete 10-31-19 All Day</i>	
				<b>Subtotal</b>	\$133.50
				<b>Sales Tax (6.75%)</b>	\$9.01
				<b>Total</b>	\$142.51

<b>Total Amount Due as of Above Date</b>	<b>\$13,310.75</b>
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## Custodial Duties and Responsibilities

Policy 7.0

### **POLICY**

It is the policy of the Gadsden Independent School District to establish custodial duties and responsibilities, aligned with the job description, in an effort to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept facility. The following duties and responsibilities for the district have been developed as a guideline to assist in the effective management of custodial staff. Due to special needs and requests of staff, special projects, it will be necessary to deviate from normal work schedules.

**Note:** This is an outline to assist in the timely coordination and completion of the routine preventive maintenance necessary for a clean, sanitary and well-kept work area. Due to special needs and requests of patients and staff, special projects, new admissions, discharges and terminal cleaning assignments of rooms, it will be necessary to deviate from normal work schedules.

### **PROCEDURES - GENERAL MAINTENANCE**

#### **DAILY**

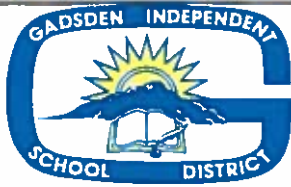
1. Unlock facility main entrance doors
2. Raise flag at 8:00 a.m. lower at sunset (If not lighted)
3. Remove snow and ice accumulations from sidewalks and entry areas
4. Sweep sidewalks and entryways.
5. Remove trash from lawn, shrubs, bushes, sidewalks, stairway & parking lots
6. Clean and mop restrooms and replenish supplies
7. Remove trash and sweep classrooms and other assigned areas inside facilities
8. Review work orders, prioritize, schedule and work
9. Ensure entry doors, windows and roof accesses are locked (Nightly)

#### **WEEKLY**

1. Ensure that all rubbish is removed from property
2. Sweep sidewalks, steps and gutters

#### **MONTHLY**

1. Verify that there is one spare month cleaning supplies on hand
2. Inspect all restroom, showers rooms and water closets



**POLICY**

The Gadsden Independent School District shall maintain a current & accurate listing of all schools within the district.

**PROCEDURE**

The district shall maintain a current and accurate listing of all schools within the district and includes the following:

1. School Name and classification (elementary, junior, high etc.)
2. Site Location and address
3. Square footage and/or acreage of sites
4. Roof Systems and type identifying roof type and date of installation
5. Other
6. Other

Attachment:



**Current Staffing 2019-2020**

SITE	Total Sq.Ft	Total Acrg.	Cust.FTE	Cust/Work Load	Grounds FTE	Maint Crew FTE
Anthony Elementary	112,376	24.8	4	28,094		
Berino Elementary	72,854	16	3	24,285		
Chaparral Elementary	71,379	29.33	3	23,793		
Chaparral High	237,706	77.14	7	33,958	2	4
Chaparral Middle	85,704	20	4	21,426		
Desert Trail Elementary	72,488	20	3	24,163		
Alta Vista Early College	17,224		1	17,224		
Desert Pride High	62,663	22.5	2	31,332		
Desert View Elementary	69,210	25	3	23,070		
Gadsden Admin Complex	50,863	1	2	25,432		
Gadsden Elementary	62,045	15	3	20,682		
Gadsden High	355,076	64.8	9	39,453	2	7
Gadsden Middle	151,997	20.5	6	25,333		
Grounds Dept Support					6	
La Union Elementary	56,395	8.4	2.5	22,558		
Loma Linda Elementary	59,348	20	2.5	23,739		
Mesquite Elementary	68,012	13.38	3.5	19,432		
Northern Pre-K (LM)	19,149	5.04	1	19,149		
North Valley Elementary	61,565	13	2.5	24,626		
PPD Warehouse Complex	68,207					
*PPD Custodial Support	0	0	6	0		
Riverside Elementary	68,787	25	3	22,929		
RTC	3,072	0	0	0		
San Miguel Elementary	33,970	9.9	0	0		
Santa Teresa Elementary	68,861	12.04	3	22,954		
Santa Teresa High	252,787	55.3	7	36,112	2	7
Santa Teresa Middle	121,503	43.24	4	30,376		
Sunland Park Elementary	57,355	25	2.5	22,942		
SNP Complex	15,202	2.85	0	0		
Sunrise Elementary	68,973	19.98	3	22,991		
Vado Elementary	61,805	13.5	3	20,602		
Yucca Heights Elementary	70,542	14.88	2	35,271		
<b>Total</b>	<b>2,577,118</b>	<b>617.58</b>	<b>95.5</b>	<b>661,926</b>	<b>12</b>	<b>18</b>

GHS Maintenance Crew (7)	1,206,291 (WL)
CHS Maintenance Crew (7)	606,792 (WL)
STHS Maintenance Crew (4)	748,833 (WL)

\*(WL) - Work Load  
 \*Custodial Floaters assigned as needed daily

**References:**  
 PSFA:  
 NM State Statute

Original Date	MM/YY
Review/Revision Date	12/2/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___/___/___



Planned Maintenance and Repair Projects

Policy 9.0

## **POLICY**

It is the policy of the Gadsden Independent School District to develop criteria, based upon the results of inventories and evaluation of their severity through the work order data collection and evaluation system and routine safety inspections, to implement a plan to develop and meet the needs of the districts planned maintenance and repair projects through the *Facility Information Management System (FIMS)*.

## **PROCEDURE**

Through the maintenance departments data collection processes within the facility information management system, a list of major capital repair projects (structural or equipment) will be collected on an ongoing basis. The list will be reported to the district leadership for review no less than quarterly for the purposes of the development of a plan of correction to the identified variances.

As necessary, this list shall be integrated with the 5 Year Facility Master Plan

## **2 Attachments**

**Construction Project Update**  
**November 5, 2019**

Project Name:	Cost to date	% Comp.	Est. Comp. Date	Comments
<u>Anthony Pre-K Windows (Security) 2019-20</u> 16% District Contribution/84% PSFA		0%	September 2020	Work In Progress
<b>Total</b>				
<u>Chaparral Pre-K Fence 2019-20</u> 19% District Contribution/81% PSFA		5%	December 2019	Work In Progress
<b>Total</b>				
<u>Chaparral High School Old Gym HVAC 2019-20</u> 100% District Contribution		1%	March 2020	
<b>Total</b>				
<u>Desert Pride Kitchen Addition 2019-20</u> 100% District Contribution		5%	September 2020	Work In Progress
<b>AKS Architecture</b>	\$93,121.67			
<b>Total</b>	\$93,121.67			
<u>Feasibility Study: Gadsden Middle 2019-20</u> 100% District Contribution		5%	December 2019	Work In Progress
<b>D/P/S Design</b>	\$55,152.73			
<b>Total</b>	\$55,152.73			
<u>Gadsden High School Boys Gym 2018-19</u> 100% District Contribution		75%	December 2019	Work In Progress
<b>AKS Architecture</b>	\$187,922.19			
<b>ESA Construction</b>	\$2,509,084.48			

**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ____/____/____

**Construction Project Update  
November 5, 2019**

Project Name:	Cost to date	% Comp.	Est. Comp. Date	Comments
<b>Geo Test</b>	\$21,132.23			
CES (Team 1st)	\$7,847.03			
CES (AK Sales)	\$17,912.61			
*Sun City Analytical	\$6,164.82			
*Southwest Hazard Control	\$7,739.38			
<b>Total</b>	\$2,757,802.74			
<b>Gadsden High School Varsity Gym HVAC 2019-20</b>				
100% District Contribution		0%	TBD	Work In Progress
<b>Total</b>				
<b>La Union Elementary Security 2019-20</b>				
16% District Contribution/84% PSFA		0%	September 2020	Work In Progress
<b>Total</b>				
<b>Loma Linda HVAC Systems Upgrade 2017</b>				
15% + 100% AA District Contribution/85% PSFA		65%	August 2020	Work In Progress
ASA Architecture	\$59,707.27			
BG BuildingWorks	\$6,609.39			
ESA	\$645,318.94			
Geo-Test	\$1,619.96			
CES (Control Equipment)	\$5,108.97			
El Paso Electric	\$18,488.82			
<b>Total</b>	\$736,853.35			

**References:**  
PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/2019
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Approved: _____	Date: ___/___/___

**Construction Project Update  
November 5, 2019**

Project Name:	Cost to date	% Comp.	Est. Comp. Date	Comments
<b>Mesquite RTU for Multipurpose Room 2018-19</b>		80%	November 2019	Work In Progress
100% District Contribution				
<b>CEC (RBM)</b>	\$23,578.28			
<b>J&amp;M Heritage Construction/Region 19</b>	\$228,240.09			
<b>Total</b>	\$251,818.37			
<b>Restrooms at the Peak 2019-20</b>		0%	TBD	Work In Progress
100% District Contribution				
<b>Total</b>				
<b>RS Original Bldg. Metal Roof Replacement 2018-19</b>		75%	December 2019	Work In Progress
100% District Contribution				
<b>AKS Architecture</b>	\$114,799.39			
<b>HRT Roofing</b>	\$862,313.56			
<b>Total</b>	\$977,112.95			
<b>RS Exterior Lighting Phase I 2019-20</b>		75%	TBD	Work In Progress
100% District Contribution				
<b>Lynco Electric</b>	\$34,791.43			
<b>Total</b>	\$34,791.43			
<b>San Miguel Update 2019-20</b>		0%	TBD	Work In Progress

References:  
PSFA:  
NM State Statute

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**Construction Project Update**  
**November 5, 2019**

100% District Contribution										
	<b>Total</b>									
<u><b>STMS - Locker Room Addition 2019-20</b></u>								5%	September 2020	Work In Progress
100% District Contribution										
	<b>AKS Architecture</b>				\$94,692.20					
	<b>Total</b>				\$94,692.20					
<u><b>STHS Security Upgrades 2018-19</b></u>									September 2020	Work In Progress
100% District Contribution								2%		
	<b>CES (ESA Construction)</b>				\$39,709.12					
	<b>Total</b>				\$39,709.12					
<u><b>Wastewater Treatment Plant at PPD</b></u>									January 2020	Work In Progress
100% District Contribution								2%		
	<b>Bohannan Huston, Inc.</b>				\$42,486.50					
	<b>Total</b>				\$42,486.50					
<b>Project Name:</b>								<b>% Comp.</b>	<b>Est. Comp. Date</b>	<b>Comments</b>
Anthony Pre-K Student / Parent Drop Off								99%	November 2019	Need 11 Month Walk Through
Board Room Re-Lighting 2018-19								99%	March 2020	Need 11 Month Walk Through
Desert Trail HVAC Systems Upgrade 2017								99%	September 2020	Need 11 Month Walk Through

**References:**

PSFA:  
NM State Statute

<b>Original Date</b>	MM/YY
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<input type="checkbox"/> <b>Supersedes all Previous</b>	
<b>Approved:</b>	Date ___/___/___

**Construction Project Update  
November 5, 2019**

GAC Entry Remodel 2018-19	99%	June 2020	Need 11 Month Walk Through
GAC CRAC Project 2017-18	99%	November 2020	Need 11 Month Walk Through
GAC Door Handel Replacement 2018-19	99%	August 2020	Need 11 Month Walk Through
Gadsden High School Turf Patch Work 2018-19	99%	September 2020	Need 11 Month Walk Through
Gasden High School Track Resurface 2018-19	99%	September 2020	Need 11 Month Walk Through
La Mesa Pre-K Re-Roof 2017-18	99%	October 2019	Need 11 Month Walk Through
La Mesa Pre-K Renovation 2018-19	99%	July 2020	Need 11 Month Walk Through
On Track Pre-K Parent Drop Off at GAC 2018-19	99%	September 2020	Need 11 Month Walk Through
On Track Pre-K Renovation at GAC 2018-19	99%	August 2020	Need 11 Month Walk Through
PPD Parking Lot Improvements 2017-18	99%	December 2019	Need 11 Month Walk Through
Re-Roof at GHS Swimming Pool 2018-19 (PPD Project)	99%	March 2020	Need 11 Month Walk Through
STMS - Parent Drop Off 2018-19	99%	August 2020	Need 11 Month Walk Through
STHS Door & Hardware Upgrades 2017-18	99%	August 2020	Need 11 Month Walk Through
STHS PA Upgrades 2018-19	99%	September 2020	Need 11 Month Walk Through
STHS Science Lab 2017-18	99%	May 2020	Need 11 Month Walk Through

**References:**

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**Construction Project Update  
November 5, 2019**

STHS Track Resurface 2018-19	99%	September 2020	Need 11 Month Walk Through
STHS Turf	99%	June 2020	Need 11 Month Walk Through
SNP Re-Roof 2018-19	99%	June 2020	Need 11 Month Walk Through
Sunland Park Elem Door Upgrades 2018-19	99%	August 2020	Need 11 Month Walk Through
Sunland Park Elem Shelter 2018-19	99%	August 2020	Need 11 Month Walk Through
Vado Shelter 2018-19	99%	August 2020	Need 11 Month Walk Through
<b>PPD Projects w/ Construction Funds (PPD Issued Purchase Orders)</b>			
<b>Trane Lighting Controls: STHS, GHS, &amp; DVE</b>			
100% District Contribution			
<b>Trane (PO #181905772 PPD issued PO)</b>	<b>39,000.00</b>		Work In Progress

**References:**  
PSFA:  
NM State Statute

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Approved: _____	Date ____/____/____



	Maintenance Staff Development	Policy 10.0
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**POLICY**

It is the policy of The Gadsden Independent School District to encourage the development of continued education and staff development for maintenance and custodial staff.

Building maintenance has become a sophisticated process with new equipment, advancement in technologies, automated controls, computer maintenance management software, improvements in products and materials and many others. As a result maintenance and custodial personnel are required to have advanced technical skills to maintain the electrical, mechanical and special systems in operation. To accomplish tasks associated with these building components a formal staff development path and training methods must be presented and selected individuals must attend courses for required continued education on the latest and evolving technical skills and trades.

**PROCEDURE**

**Maintenance Staff Development**

1. Maintenance and custodial staff will be required to attend courses and trainings that can enhance their skill sets.
2. Employees who are sent to training are expected to complete course work and integrate the information into their work routines and provide training to others.
3. At a minimum, all required safety training should be kept up to date (i.e. PPE, Asbestos, MSDS, and Blood borne pathogens...).
4. The Director of Physical Plant will be responsible for creating an annual calendar of events for general training and continued education and create a plan to meet the needs of the required training for skilled staff.
5. Records of training will be kept in an employee file.

**Maintenance Staff Meetings**

The district requires staff meetings for maintenance, grounds and custodial personnel to improve communication functions establish training and share best practice opportunities. Meetings will be coordinated by the maintenance director or designee on a monthly basis but no less than quarterly to provide updates on maintenance and operations functions to appropriate school sites.

An agenda and sign-in sheets will be provided at monthly meetings for appropriate documentation of attendees. Maintenance staff meeting locations should be alternated to allow for staff in rural areas to attend at least 2 meetings per year as appropriate. All meeting notes/minutes will be maintained in an annual data collection binder for review. Meeting results will be forwarded to the district’s superintendent to for review.

	<p>Maintenance Safety Plan</p>	<p>Policy 11.0</p>
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Supervisor provides new employees orientation on safe work practices including:

- Blood Borne Pathogens
- Fire Safety Procedures
- Forklift Safety/Certification
- Lock Out/Tag Out
- Ladder Safety
- Personal Protective Equipment
- Right to Know/MSDS practices
- Specific Equipment Safety
- Other

Additional training specific to work practices or specific equipment is provided as needed.

All attendance to training is documented.

External Training	Date	Attendees	Location
Building Certification Training/CES	January 11, 2019 February 8, 2019 March 15, 2019 April 5, 2019	Albert Vallejo	Albuquerque, NM
TPC Training - A/C and Refrigeration	Jan 14-15, 2019	Ruben Ortiz Carlos Hernandez Jesus Avila Jesus Rincon Marin Herrera Juan C. Vargas	Las Cruces, NM
TPC Training - Boiler Operation	Jan 16-17, 2019	Jimmy Juzdowski Art Nunez David Soriano Rudy Ramos Luis Saucedo	El Paso, TX
NPPFMA Committee Meeting	Feb 11-12, 2019	Albert Vallejo	Albuquerque, NM
2019 NM Pipeline Safety Program	February 14, 2019	Mario Apodaca Alfredo Ortiz Fred Appellzoller	Las Cruces, NM

**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	12/2/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ____/____/____

External Training	Date	Attendees	Location
Water System Sampler Certification Training	February 26, 27 & 28, 2019	Alfredo Ortiz	Mesilla, NM
NMRWA 41st Annual Conference	April 8, 9 & 10, 2019	Mario Apodaca	Albuquerque, NM
CES Masters Certification Modules 4, 5 & 6	April 22 & 23, 2019	Jessica Herrera Jimmy Carbajal	Albuquerque, NM
NMPFMA Exicutive Committee Members Meeting	April 23, 2019	Albert Vallejo	Albuquerque, NM
NMED Operator Math, Chlorine Contact Time, Pumps & Motors Training	May 1, 2 & 3, 2019	Alfredo Ortiz	Mesilla, NM
S.W. Section Jake Hands Memorial Workshop/ NM Water/Waste Water Assoc.	June 19, 20 & 21, 2019	Alfredo Ortiz	Ruidoso, NM
2019 Annual PPD Safety & Procedure Training	July 10 - 11, 2019	PPD Personnel	SNP Complex - Anthony, NM
NMFPA Committee Meeting	July 23, 2019	Albert Vallejo	Albuquerque, NM

**References:**

PSFA:  
NM State Statute

Original Date MM/YY  
Review/Revision Date 12/2/2019  
 Supersedes all Previous

Approved: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

External Training	Date	Attendees	Location
CES Master Certification Models 1 & 7	July 24, 25 & 26, 2019	Jimmy Carbajal	Albuquerque, NM
Wastewater FLYGT Training	September 13, 2019	Mario Apodaca Fred Appenzoller Carlos Castillo Jason Chaffee Jose Ontiveros Alfredo Ortiz Hector Pacheco	El Paso, TX
PPD Meeting	September 30, 2019	Head Custodians Maintenance Foreman Technicians	PPD Complex - Anthony, NM
Grainger Training	October 10, 2019	Technicians	PPD Complex - Anthony, NM
Water/Waste Water Certification Prep/ Operators Exam	October 9, 10 & 11, 2019	Alfredo Ortiz	Las Vegas, NM
Call for Evaluators	October 15, 16 & 17, 2019	Albert Vallego	Albuquerque, NM

**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
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<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ____/____/____

External Training	Date	Attendees	Location
CES Ben Lujan Award /Luncheon	October 21 & 22, 2019	Laura Sandova Salvador Gonzalez Jessica Herrera Jimmy Carbajal Albert Vallejo	Albuquerque, NM
CES/PSFA Annual Training	October 21-23, 2019	Johnny Acuna Javier Hernandez Joaquin Romero	Albuquerque, NM
CES Mater Certification Graduation Ceremony	October 23, 2019	Jimmy Carbajal	Albuquerque, NM
Door Sal-Lu-Tions Door Hardware Training	November 13, 2019	Javier Hernandez Rafael Lara Gerry Marquez	El Paso, TX
Allegion Lock & Control Training	November 19, 2019	Carlos Castillo Jason Chaffee Rafael Lara Gerry Marquez Hector Tellez Albert Vallejo	PPD Complex - Anthony, NM

**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	12/2/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date: ___/___/___

External Training	Date	Attendees	Location
Microsoft Excel Basics/ Beyond the Basics	Scheduled for 12/9 & 10, 2019	Dominique Esparza Lisa Sanchez Mary Sitters	El Paso, Texas
Microsoft Excel Basics/ Beyond the Basics	Scheduled for 12/11 & 12, 2019	Cynthia Maes Irma Suarez Maria Ruiz Margret Villalobos	Las Cruces, NM

**References:**  
 PSFA:  
 NM State Statute

Original Date	MM/YY
Review/Revision Date	12/2/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ____/____/____

**2019 Annual PPD Safety and Procedural Training (July 10 and 11<sup>th</sup> at SNP Complex)**

<b>7:30am to 8:00 am</b>	Greeting, Introduction and Summary of Training by Director of PPD (Working breakfast snack)
<b>8:00am to 10:00am</b>	Sun City Analytical Asbestos Awareness and Mold Remediation Training
<b>10:00am to 10:15am</b>	Break
<b>10:15am to 10:30am</b>	Recognition of Service Awards
<b>10:30am to 11:30am</b>	Ladder Safety by POMS (Interactive)
<b>11:30am to 12:30pm</b>	Safe Housekeeping Practices by POMS
<b>12:30pm to 12:45pm</b>	Break
<b>12:45pm to 1:45pm</b>	Working Lunch-Presentation and Quiz on Work Ethics and Emotional Intelligence by Director of PPD
<b>1:45pm to 2:45pm</b>	Presentation of Do's and Don'ts with Photo Examples observed by Supervisors
<b>2:45pm to 3:00pm</b>	Break
<b>3:00 to 4:30pm</b>	Break-out Session with Maintenance Coordinator and Custodial Supervisor about procedures, chain of command, proper maintenance and custodial documentation, work order process and back log, proper maintenance of equipment etc.




**Shared Custodial and Building Mechanic Duties**

**Custodians:**

- **Cleaning of sidewalks-this includes blowing them free of dirt and debris, and/or de-icing them, or removing water.**
- **Changing messages on Marquees**
- **Clearing weeds away from edge of sidewalks**
- **Cleaning exterior of all entrances to building/s. Including blowing or washing off the concrete walkways, or removing excess water, or de-icing. Wiping down exterior of doors and cleaning glass. Clearing weeds and/or debris from entrances.**
- **Washing spider webs from exterior of all buildings, clean windows**
- **Moving furniture, installing soap/paper towel/toilet paper dispensers**
- **Adjusting heights of tables, desks, etc.**
- **Cleaning indoor and outdoor water fountains**
- **Picking up trash on grounds and along fence lines**
- **Order and Replace interior light bulbs (will use work order to place order through School Dude)**
- **Order and replace batteries for automatic flushing valves on toilets**
- **Attempt to remove graffiti first before putting in a work order for maintenance (solution is available for Head custodians to order on School Dude)**
- **Head custodians will be able to order 2 gallon or backpack weed sprayer if needed, blowers, weed eater, small tool set, lawn tools**
- **Head custodians will be able to order 1 gallon containers of fuel for weed eater/ blowers, etc.**
- **Other duties as assigned**

**Building Mechanics Foremen and Building Mechanics:**

- **Mowing large grassy areas/playgrounds**
- **Removing sand/dirt from parking lots and against fence lines**
- **Clearing weeds from fence lines, around playgrounds, and around landscaped areas**
- **Spraying for weeds along fence lines, around playgrounds and around landscaped areas to include areas with landscape rock**
- **Spray for weeds and clear weeds in ponding areas**
- **Relocate and anchor soccer goals**
- **All General building maintenance (work orders)**
- **Replace lamps**
- **Maintain communication with Head Custodians and Technicians (plumbers, electricians, HVAC) about major projects and/or parts delays**
- **Other duties as assigned**

	Service Contract and Vendor Oversight	Policy 12.0
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**POLICY**

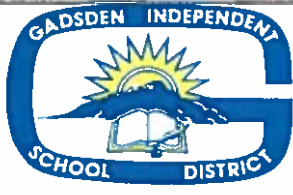
The Gadsden Independent School Districts may need to utilize an outside service vendor(s) to accomplish and/or supplement maintenance tasks or projects outside the scope of the maintenance & custodial staff qualifications. These include but are not limited to HVAC, Life Safety, Project Management (project, construction and architectural vendors).

**OVERSIGHT OF CONTRACT SERVICES**

Oversight for the Gadsden Independent School District Physical Plant Operations contract services is the responsibility of the Director of the Physical Plant and designated Supervisors. This task is dependent upon the assignment and attention required. At times consultants are hired to assist with installation of equipment or to provide an added level of professional integrity to a project.

**ACCESS TO DISTRICT PROPERTY BY CONTRACT SERVICES**

1. Gadsden Independent School District Physical Plant Operations Department is responsible for making arrangements with outside Maintenance Contractors/Service Providers requiring building access, and shall coordinate all work through the Department.
2. If necessary, the Physical Plant Operations Department Director or designee will assign keys or electronic access to areas that work is required.
3. All Contractors/Service Providers are to make contact with Maintenance Department prior to reporting to work at an assigned site. (Exceptions; ongoing services providers as determined by the Coordinator of Maintenance)
4. When service is required on a school day as a school site, the Contractor/Service Provider must sign in at the school office making their presence known to the principal and staff. Unless accompanied by Maintenance staff personnel.
5. Contractors providing contracted material will complete PM Work Order as necessary.
6. Contractors/Service Providers are not to smoke on school property
7. Contractors/Service Providers are not to eat in buildings
8. Contractor/Service Providers are to use adult only (not student) designated restrooms.



Track Work Order Cost by  
Contracted Services

Attachment to  
#12


Date Created: 8/23/2019 2:31PM

<b>Work Order ID</b>	221746	<b>Craft</b>	Painting	<b>Completion Date</b>	
<b>Description</b>	Repaint Parking Lots				
<b>Location</b>	Sunland Park ES	<b>Request Date</b>	8/23/2019		
<b>Building</b>		<b>Status</b>	Work In Progress		
<b>Area</b>		<b>Priority</b>	Medium		
<b>Area Number</b>		<b>Purpose Code</b>	Contract Services		
<b>Equip Item No.</b>		<b>Budget Code</b>			
<b>Equip. Desc</b>		<b>Requester</b>	Albert Vallejo		
<b>Assigned To</b>	Vallejo, Albert	<b>Requester Phone</b>	575-882-6907		
<b>Notes</b>					

Labor			Purchases			To Date:		\$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
8-23				192001289	SANDOVAL			\$ 87225+
	A. Inigo	5						
9-27								

Inventory			To Date:		\$0.00
Date	Item No	Description	Qty	Pool	

**Action Taken**      LOTS ARE PAINTED & STRIPED.


9-27-19
\_\_\_\_\_
\_\_\_\_\_  
 Technician/Supervisor      Date      Confirmation/Accepted By      Date  
 www.schoolde.com MaintenanceDirect      Printed by Albert Vallejo

	Facility Master Plan	Policy 13.0
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## **PURPOSE**

New Mexico state law requires all school districts to have a current five-year facilities master plan as a prerequisite for eligibility to receive state capital outlay assistance (Section 22-24-5 NMSA 1978). The Facility Master Plan provides the district with a road map on how to address their facilities needs in order to best utilize their resources and the necessary funding and timetables for completing necessary projects. The FMP identifies the necessary projects needed to provide their students with a healthy learning environment. In addition, districts need to secure the approval of the director of the Public School Facilities Authority (PSFA) prior to the construction or letting of contracts for construction of any school facility or related school structure requiring a building permit (Senate Bill 450, 2006).

## **POLICY**

The Gadsden Independent School District preventive maintenance plan shall be incorporated into the districts Facility Master Plan (FMP). The district's capital funding strategy includes major planned maintenance and repair projects. GISD shall develop both a comprehensive Facility Master Plan and a Preventive Maintenance Plan in order to be eligible for a capital outlay award.

## **PROCEDURE**

1. The maintenance supervisor will maintain a detailed and prioritized list of capital replacement items and system components related to the facilities.
2. On a monthly / quarterly basis, the maintenance supervisor will submit a report of repair items exceeding the routine expenditure cap for repair and determine a capital cost for replacement.
3. This capital list will be reviewed, assigned a priority, approved, and integrated into the Facility Master Plan.

### **Methods of determining capital projects:**

There are 2 recommended methods of determining projects as follows:

1. FIMS method
2. Physical Building Audits and data collection – Sample attached

**Exhibit 3-1 GISD Capital Priorities**

1	District Minor Construction Fund	\$ 1,000,000	\$ -		
2	District Accessibility Fund	\$ 500,000	\$ -		
3	Well and Wastewater Improvements	\$ 500,000	\$ -		
4	Roofing Projects - District Wide	\$ 500,000	\$ -		
5	Portable Contingency Fund	\$ 250,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 1,500,000	\$ -		*1
7	Desert Trail ES HVAC Systems and Controls	\$ 3,700,000	\$ -	124	*1
8	Loma Linda ES HVAC Systems and Controls	\$ 1,000,000	\$ -	203	*1
9	Other Improvements (GHS Boys Gym, GHS Science)	\$ 500,000	\$ -		
10	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 8,950,000</b>	<b>\$ -</b>		

Priorities 2019-2020	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2019/18 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 500,000	\$ -		
2	District Accessibility Fund	\$ 250,000	\$ -		
3	Well and Wastewater Improvements	\$ 250,000	\$ -		
4	Roofing Projects - District Wide	\$ 750,000	\$ -		*2
5	Portable Contingency Fund	\$ 200,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 150,000	\$ -		*2
7	Chaparral MS HVAC Systems and Controls	\$ 6,000,000	\$ -	211	*2
8	Other Improvements (STMS Locker rm, DPA kitchen)	\$ 1,300,000	\$ -		
9	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 8,950,000</b>	<b>\$ -</b>		

Priorities 2020-2021	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2019/18 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 1,000,000	\$ -		
2	District Accessibility Fund	\$ 500,000	\$ -		
3	Well and Wastewater Improvements	\$ 500,000	\$ -		
4	Roofing Projects - District Wide	\$ 1,500,000	\$ -		*2
5	Portable Contingency Fund	\$ 250,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 1,500,000	\$ -		*2
7	Chaparral MS HVAC Interior Improvements	\$ 2,000,000	\$ -	211	*2
8	La Union HVAC Upgrades	\$ 2,000,000	\$ -	380	
9	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 8,500,000</b>	<b>\$ -</b>		

Priorities 2021-2022	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2019 PSFA Rank	Notes
1	District Minor Construction Fund	\$ 2,400,000	\$ -		
2	District Accessibility Fund	\$ 500,000	\$ -		
3	Well and Wastewater Improvements	\$ 500,000	\$ -		
4	Roofing Projects - District Wide	\$ 2,000,000	\$ -		*2
5	Portable Contingency Fund	\$ 250,000	\$ -		
6	Security Systems, Electrical and HVAC Upgrades	\$ 2,500,000	\$ -		*2
7	PPD Paving	\$ 1,000,000	\$ -		
8	GHS Bus Lane Paving	\$ 100,000	\$ -	618	*2
9	Contingency	\$ 250,000	\$ -		
<b>Estimated Subtotal</b>		<b>\$ 8,900,000</b>	<b>\$ -</b>		


Need Based	Projects for Facility Capital Program	Estimated ADF *1	State Matching	2019 PSFA Rank	Notes
Annual	District minor construction fund	\$ 4,900,000	\$ -	N/A	
Annual	District accessibility fund	\$ 1,750,000	\$ -	N/A	
Annual	Portable contingency fund	\$ 950,000	\$ -	N/A	
Highest Need	Roofing projects- district wide	\$ 4,700,000	\$ -	N/A	*2
Highest Need	Well and Wastewater Improvements	\$ 1,700,000	\$ -	N/A	
Highest Need	Security systems upgrades, electrical upgrades and HVAC upgrades. Package with consideration for cause and effect issues and most efficient use of funds.	\$ 23,050,000	\$ -	N/A	*2
<b>Subtotal</b>		<b>\$ 37,000,000</b>	<b>\$ -</b>		
As Needed	Contingency = 2.5% of program	\$ 1,000,000	\$ -		
<b>Total relating to GOB 2018</b>		<b>\$ 38,000,000</b>	<b>\$ -</b>		

Notes  
 \*1 Allocated District Funds  
 \*2 These categories of work might be augmented by PSFA on a specific line item basis

**References:**


PSFA: Components and Guidance Document  
 NM State Statute: Section 22-24-5 NMSA 1978

Original Date	MM/YY
Review/Revision Date	11/19/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___/___/___

 The logo for Gadsden Independent School District features a large blue letter 'G' with a sunburst at the top and an open book at the bottom. The words 'GADSDEN INDEPENDENT' are written in white on a blue banner across the top of the 'G', and 'SCHOOL DISTRICT' is written in white on a blue banner across the bottom.	Facility Safety Assessments	Policy 14.0
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------	-------------

**Inspection of schools for environmental on safety hazards are conducted on a daily basis by Custodial and Maintenance Staff at site.**

- Any hazards identified are immediately corrected if within the area of expertise  
Or request is forwarded to appropriate individual and addressed using defined priorities.
  
- All work will be documented in the Facility Information Management System.
  
- Some monthly inspections are on PM schedules.
  - Emergency Light Inspection
  - Exit Light Inspection
  - Fire Extinguisher Inspection
  - Playground Inspection

	<p>Maintaining Equipment Records</p>	<p>Policy 15.0</p>
----------------------------------------------------------------------------------	--------------------------------------	--------------------

**PURPOSE**

Equipment records are a vital component in the development of and the continued operation of the districts preventive maintenance program. Developing and maintaining accurate records informs maintenance personnel of the equipment within their facilities, what areas they serve and the required preventive maintenance tasks necessary to maintain them in a reliable and quality manner. In addition it informs them of the importance of the attached individual components that may need maintenance and developing strategies for replacement parts and preventive maintenance tasks.

It can also provide data that may lead to the detection of significant trends; for example, if a number of items in the same building suffer similar electrical problems, there may be an associated problem with the building electrical distribution system.

Accurate Equipment records are necessary to begin any preventive maintenance program.

Accurate equipment records simplify making cost benefit analysis of maintenance activities. Through effective record keeping on equipment preventive maintenance tasks the districts can determine costs on preventive maintenance, equipment parts and the useful life replacement time periods and effectively budget for replacement through the capital process as needed.

**POLICY**

It is the policy of the Gadsden Independent School District that all facility equipment (HVAC, Playground equipment, life safety systems, etc.) that is to be maintained by the districts personnel or their designees will be re-inventoried and documented in the Facility Information Management System on an annual basis or as equipment is replaced or added to the facilities resulting from projects and/or emergency replacements. This process should include documenting equipment specifications to include but not limited to the following items: make, model, serial numbers, warranties, service contracts, recommended preventive maintenance tasks, spare parts needed to maintain the equipment, initial and replacement cost projections. The FIMS administrator and the facilities director/manager are responsible for executing this policy.



## PROCEDURE:

The following is a procedure for updating records and replacement of equipment utilizing the FIMS / School dude data base.

### Procedures for updating records and replacement of equipment:

When an equipment item is installed or replaced it should be documented in the district's FIMS account. This can occur in either the Maintenance Direct (MD) or Preventative Maintenance Direct (PMD) modules of the *SchoolDude* software. The specifics of the new piece of equipment should be entered and the records of any removed items should be documented as "*removed from service*". A basic outline of record keeping policy is as follows:

- The equipment manufacturer's O&M Manuals should be obtained and filed by the district rep and provided to the FIMS Administrator for data entry
- An equipment number is assigned in FIMS using the following format:
  - Description-Location-integer
  - PSSS-EPES-007 translates to:
    - PSSS = Play Structure Swing Set
    - EPES = Eastern Plains Elementary School
    - 007 = Unit number 7

If an equipment item is replaced with the same type, the same number can be re-used but the letter "R" which stands for Replacement should be added to the end of the Equipment Record number (PSSS-EPES-007-R) in the FIMS system.

For added equipment, the same description and location code should be used, but the number should be changed with no two numbers alike for the same type and location of equipment. Each equipment number must be unique.

- Enter as much information in FIMS about the installed item as possible; i.e., location, model and serial number, installation date, warranty information, life expectancy, etc. When available and as applicable, replacement part details can be added, such as filter and belt sizes, etc.
- Written manufacturer's information about the equipment should be filed
- Existing PM schedules can continue to be used for replaced equipment of the same type, but new PM schedules should be developed for new types of equipment.
- PM Schedules should be developed and activated for the new equipment
- Replaced equipment should be removed from service in the FIMS Equipment Record, and any PM Schedules deactivated. In the equipment records of MD or PMD follow this outline to deactivate equipment:
  - Click On Equipment under Information and Analysis
  - Find Equipment record to be deactivated
  - In the Add/Update Page for that equipment record type a date in the Date removed box.
- Failed equipment should be disposed of properly in accordance to school policy.

**Note: Please provide a form for each piece of equipment removed.**

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### References:

PSFA:  
NM State Statute

Original Date	MM/YY
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**Data Sheet**  
**New Equipment Installation Form**

**Note: Please provide a form for each piece of equipment removed.**

---

**New Equipment Installation:**

Tag#: \_\_\_\_\_

Site: \_\_\_\_\_

Bldg Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Date: \_\_\_\_\_

Work Order #: \_\_\_\_\_

Technician: \_\_\_\_\_

New Equipment Type: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Energy Source: Gas (BTU Input): \_\_\_\_\_

Electrical: Volts: \_\_\_\_\_ Amps: \_\_\_\_\_

Water: \_\_\_\_\_ (GPM)

**Removed Equipment:**

Tag#: \_\_\_\_\_

Equipment Type: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Energy Source: Gas (BTU Input): \_\_\_\_\_

Electrical: Volts: \_\_\_\_\_ Amps: \_\_\_\_\_

Water: \_\_\_\_\_ (GPM)

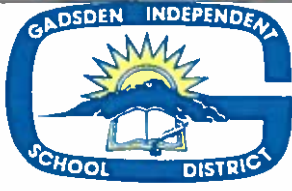
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	MM/YY
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ____/____/____



Maintaining Equipment Records

Attachment to  
#15

#15 Maintaining Equipment Records

<b>Work Order ID</b> 210742		<b>Craft</b> Heating/Ventilation /Air		<b>Completion Date</b>	
<b>Description</b>		Please install an A/C unit in Room 309. W/O revised.			
<b>Location</b>		GAC		<b>Request Date</b> 2/19/2019 ✓	
<b>Building</b>				<b>Status</b> Work In Progress	
<b>Area</b>				<b>Priority</b> Medium	
<b>Area Number</b>				<b>Purpose Code</b> HVAC/Indoor Air Quality	
<b>Equip Item No.</b>				<b>Budget Code</b>	
<b>Equip. Desc</b>				<b>Requester</b> Guillermo Hernandez	
<b>Assigned To</b>		Hernandez, Guillermo		<b>Requester Phone</b>	
<b>Notes</b>					

Labor			Purchases			To Date:		\$0.00
Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
3/11/19	Guillermo	2			HC-00734	WHSE	1	
3/11/19	Rudy R	1.5			HC-00733	"	1	
3/13/19	Guillermo	2			HC-00620	"	1	
3/18/19	Guillermo	1.5			- PL-00710	"	1	
3/29/19	Guillermo	6			PL-00707	"	2	
4/1/19	Guillermo	1			PL-00817	"	2	
4/2/19	Guillermo	4			PL-00709	"	3ft	
4/3/19	Guillermo	1			- BL-00004	"	3	

Inventory			To Date:		\$0.00
Date	Item No	Description	Qty	Pool	
4/4/19	Guillermo	3.5			
4/16/19	Guillermo	2			
	- BL-00007	WHSE	5	WHSE	
	BL-00009	WHSE	3	WHSE	
	+ HC-00106	WHSE	1		
	BL-00002	WHSE	2		
	SL-00003	WHSE	1		
	- PL-00655	WHSE	20ft		
	- PL-00597	WHSE	6		
	181906451	Line set covr Johnstone	4		\$122.20 ✓

**Action Taken** checked area, ordered unit and installed unit.  
181906455 flex tape Johnstone ✓ \$25.96

*[Signature]*

Technician/Supervisor

Date

Confirmation/Accepted By

Date

#15 Maintaining Equipment Records

Data Sheet  
New Equipment Installation Form

✓  
4/18/19

Note: Please provide a form for each piece of equipment removed.

New Equipment Installation

Tag#: SS-GAC-004

Site: GAC

Bldg Name: C wing

Room #: 309

Date: 4/4/19

Work Order #: 210742

Technician: Guillermo

New Equipment Type: split system

Model #: 38MAQB12R401 / 40MAQB1  
Serial #: 1418V12816 / 1418V1464

Energy Source:

Gas (BTU Input): 1200

Electrical: Volts: 120 Amps: 20

Water: \_\_\_\_\_ (GPM)

Name of Unit?

Removed Equipment

Equipment Type: \_\_\_\_\_

Tag#: \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Energy Source:

Gas (BTU Input): \_\_\_\_\_

Electrical: Volts: \_\_\_\_\_ Amps: \_\_\_\_\_

Water: \_\_\_\_\_ (GPM)

Comments:

New installation

split system

# GAC - New Equipment Installed

Item Number	Model Number	Date Placed in Service	Warranty Date	Notes
Description	Serial Number	Removed from Service	Days until Expiration	
Location	Manufacturer	Supplier	Last Reading	
Tag Number	Area Description	Area Number	Reading Measureme	
SS-GAC-004	38MAQB12R401 1418V12810	4/4/2019		New installation of Split System.
GAC PMT-A-2		Main Bldg C Wing Office - 309	0.0000	

4/18/2019 10:41:59 AM

Page 1 of 1

4/18/19

Memo,

Please tag unit.

Th  
May

Completed  
4/22/19  
[Signature]



Quarterly Maintenance Management Reports

Policy 16.0

Meaningful Maintenance Measures FY 2019

Monthly Vandalism													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
# W/O Closed		4	1	5	2	2	4	1	5	2	3	4	1
Cost	\$3,130.78	\$ 81.27	\$2,375.18	\$857.05	\$1,038.75	\$302.62	\$5,929.10	\$5,564.50	\$670.80	\$712.50	\$1,149.23	\$148.75	\$ 21,660.53

Work Order Completion													
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
# W/O Closed	1151	1088	1363	1363	1364	1107	827	1457	1342	1344	1357	1437	918
Cost	\$ 152,778.20	\$ 150,811.82	\$ 125,493.09	\$121,099.80	\$109,672.61	\$80,456.30	\$171,416.51	\$183,508.08	\$153,060.81	\$155,647.82	\$135,009.10	\$100,508.23	\$ 1,039,487.43

Work Order Backlog													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
# W/O Backlog	494	576	576	576	353	401	187	369	346	542	403	382	288

PM Work Order Completion Rate													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
PM Completion Rate	54.24%	60.85%	78.50%	78.50%	81.85%	81.85%	72.13%	78.57%	83.04%	44.00%	75.00%	61.54%	61.97%

PM Cost Ratio													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
PM Work \$\$\$	\$ 9,625.09	\$ 9,919.28	\$ 9,038.00	\$44,262.39	\$11,104.50	\$3,265.38	\$47,900.28	\$10,138.10	\$18,950.93	\$22,333.33	\$9,047.02	\$7,351.34	\$ 108,032.59
All Work Cost	\$152,778.20	\$150,811.82	\$125,493.09	\$121,099.80	\$109,672.61	\$80,456.30	\$171,416.51	\$183,508.08	\$153,060.81	\$155,647.82	\$135,009.10	\$100,508.23	\$ 1,039,487.43
PM Cost Ratio	6.30%	4.59%	7.20%	36.58%	10.18%	4.06%	27.95%	5.52%	11.07%	14.35%	6.70%	7.31%	12.08%

Maintenance Cost Per Student													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
Cost/EM	\$ 18.75	\$ 11.09	\$ 9.57	\$ 12.03	\$ 8.80	\$ 5.96	\$13.40	\$14.28	\$20.13	\$12.11	\$10.33	\$7.68	\$ 12.07

Maintenance Cost per Square foot													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
Cost/Sq. Ft.	\$ 0.10	\$ 0.06	\$ 0.05	\$ 0.06	\$ 0.05	\$ 0.03	\$0.07	\$0.08	\$0.11	\$0.08	\$0.06	\$0.05	\$ 0.06

PM Work Order Schedule - Quarterly Round Table Meeting

	<p><a href="#">Monthly - PPD - Quarterly Meeting - Refer to PM schedule details.</a></p> <p>Complete</p> <p>Reviewed all data for last Quarter and FY ending 18-19</p> <p>J. Herrera J. Carbajal A. Vallejo M. Villalobos</p>	<p>8/5/2019</p> <p>9/11/2019</p> <p>Medium</p>	<p><a href="#">Margret Villalobos</a></p> <p>General Maintenance</p>	<p>Villalobos, Margret</p>	<p>Physical Plant Complex</p>
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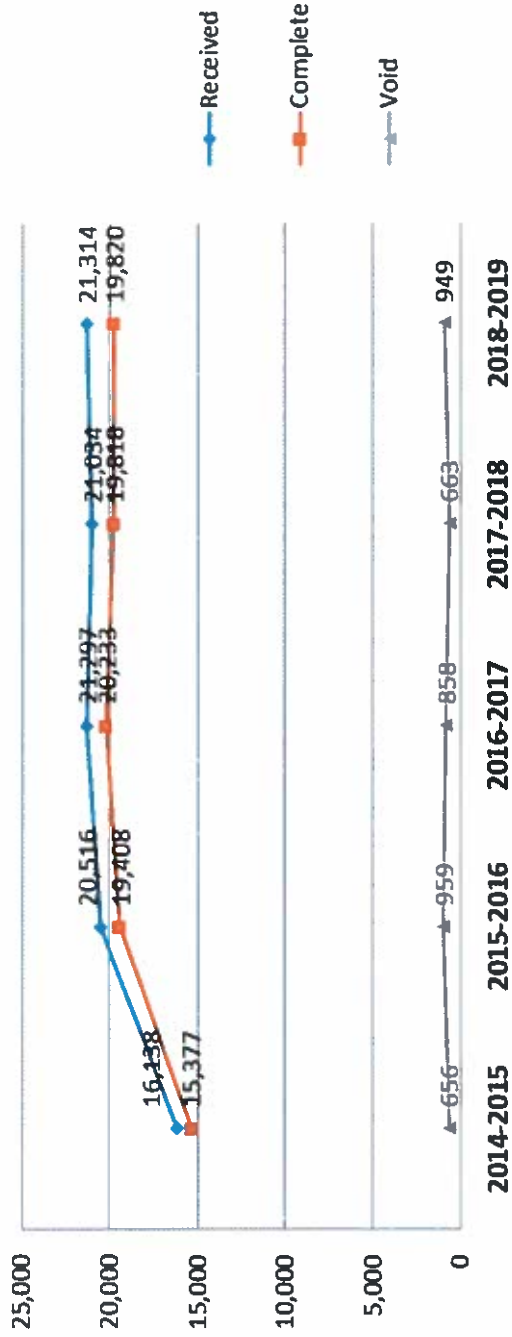
References:

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/2019
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Approved: _____	Date ____/____/____



## Gadsden ISD Fiscal Year Work Order Totals



**References:**

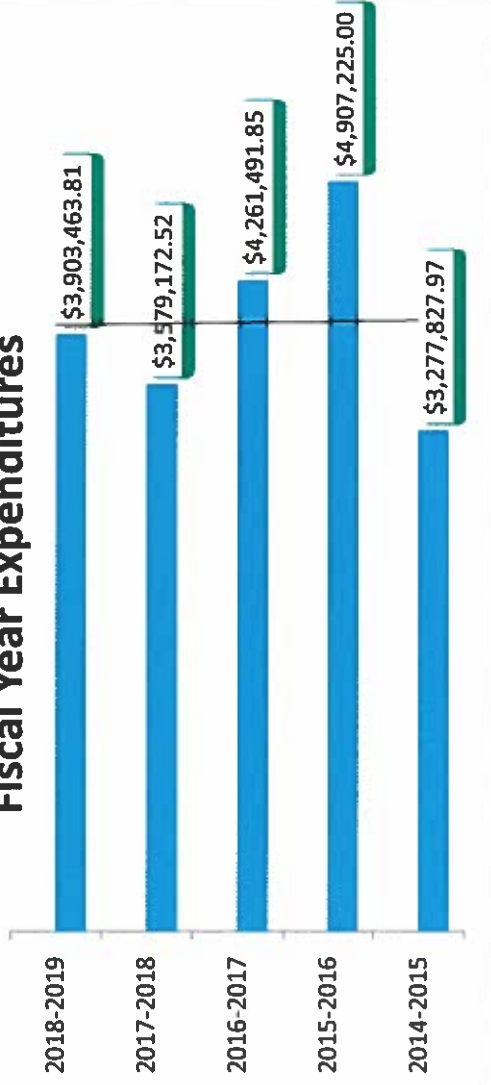
PSFA:  
NM State Statute

Original Date MM/YY  
 Review/Revision Date 11/19/2019  
 Supersedes all Previous

Approved: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## Gadsden ISD

### Fiscal Year Expenditures



**References:**

PSFA:  
NM State Statute

Original Date MM/YY

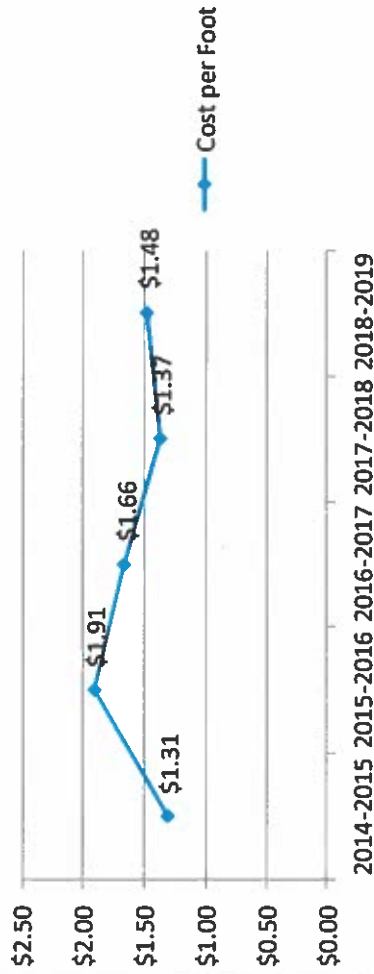
Review/Revision Date 11/19/2019

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## Gadsden ISD

### Fiscal Year Cost per Sq Foot



**References:**

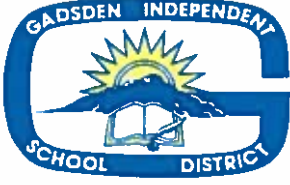
PSFA:  
NM State Statute

Original Date MM/YY

Review/Revision Date 11/19/2019

Supersedes all Previous

Approved: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

	<p>Energy Management Plan</p>	<p>Policy 17.0</p>
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## Detailed Energy Policy and Implementation Plan for GISD.

This program is designed to reduce energy and natural resource consumption. Implementation and success of this Resource Conservation Plan is a joint responsibility of administrators, teachers, students, and the community. Cooperation of each of us is essential for success. This plan calls for a people-oriented approach, supported by a building control system for management based on the following considerations:

- Every employee and student are expected to contribute to the District's efforts to conserve energy and natural resources. Every person will be expected to be an "energy saver" as well as an "energy consumer."
- All unnecessary lighting in unoccupied areas must be turned off. Teachers and Custodians are asked to turn on lights only in the areas in which they are working. All lights will be turned off when teachers and students leave school. Custodians will turn on lights only in the immediate area in which they are working. Safety lighting will be held to the minimum level necessary for safe passage.
- Computers, copy machines, and all other office equipment are expected to be used at their most efficient level.
- The Custodian at each school or building will be responsible for complete and total shutdown of the facility when students are not present. A checklist of items to consider will be available.
- A school closure of two or more days will be viewed as an "energy conservation opportunity". The Custodian will be responsible for the complete and total shutdown of the school building when closed for weekends, and during extended vacation (winter break and spring break). A checklist of items to consider will be available.
- Heating and cooling levels guidelines are established as listed below.

### Guidelines for Operating Lighting Equipment

- 1) Lights in classrooms should not be turned on unless definitely needed. In classrooms with lighting levels, the light can be adjusted to the task. Teachers are asked to make certain that lights are off when leaving the classroom, **even for a short period of time.**
- 2) Gymnasiums and multi-purpose rooms and cafeteria lights should not be left on unless they are being utilized or going to be used within 15 minutes. High intensity discharge lighting (HID) will have to be considered on a per school basis.
- 3) All outside lights should be turned off during daylight hours. (Adjust time clocks and check dusk dawn sensors).

- 4) Hallway and "commons" lighting should be turned off at the end of the instructional day.
- 5) Night Custodians should turn lights on only in their work area.

**Guidelines for Operation of Heating, Ventilating and Air Conditioning (HVAC) Systems**

**General Guidelines:**

- 1) HVAC systems should always be operated in the most economical and efficient way possible and only for the amount time required to provide the required climate for a specific activity. In the Fall, heating equipment will be ready to be turned on as needed. All air conditioning will be turned off as needed.
- 2) Custodians and the energy management systems technician should monitor weather reports. It is their responsibility to make adjustments to the HVAC control system time clocks and the district energy management system to compensate for changes in the weather, i.e., boilers and fans should start later when weather is warmer and earlier when weather is cold and windy. This adjustment is not required in buildings that have automatic optimization time control systems.
- 3) When the temperature is expected to change significantly over a weekend, clocks and the EMS should be adjusted to provide proper temperatures on Monday morning. This adjustment is not required in buildings that have automatic optimization time control systems.
- 4) Every opportunity to decrease HVAC system operating times should be considered by the Custodian and the systems technician. For example, the heating system requirements should be reduced on days of early dismissal, cancelled school, inclement weather days, and cancelled games and activities.
- 5) If below-freezing weather is predicted or occurs over a weekend, holiday or vacation period, the Custodian and the energy systems technician are responsible to verify that adequate minimal night low limit heating is being maintained to protect the building and contents.

**School Days:**

- 1) On regular school days, the HVAC system time clocks should be adjusted to provide the following temperatures from the time of teaching staff occupancy to the time of last class dismissal in the majority of classrooms in the buildings. Temperatures are measured four feet above floor level on either the wall opposite the heating unit or in the center of the room.

Classrooms (grades 4-12) 70-73 degrees F.

**References:**

PSFA:  
NM State Statute

<b>Original Date</b>	<b>MM/YY</b>
<b>Review/Revision Date</b>	<b>11/19/2019</b>
<input type="checkbox"/> <b>Supersedes all Previous</b>	
<b>Approved:</b> _____	<b>Date</b> ___/___/___

Classrooms (grades K-3) 70-73 degrees F.  
Gymnasiums & Locker Rooms 70-73 degrees F.  
Offices 70-73 degrees F.  
School Shops 70-73 degrees F.  
Halls 70-73 degrees F.  
Kitchens & Cafeterias 68-72 degrees F.

- 2) Acceptable temperature deviation from set point is plus or minus 2 degrees F.
- 3) It is understood that Schools that were built before the year 2000 cannot control the balance of heat as well as the newer facilities. The temperatures stated shall be used as a guide.
- 4) After class or activity hours, all areas should be set back to a target night low limit setting of 60 degrees F. Outside night low limit sensors should be set so as to provide an inside night low limit temperature of not more than 60 degrees F.
- 5) Close doors and windows during the winter and summer months.
- 6) Window blinds/drapes are to be closed at the end of each day.

**School Vacation Days (Winter, Spring, Summer), Weekends and Holidays:**

- 1) On vacation days, weekends and holidays when school is not in session, the entire building shall be operated on a target night low limit setting of 60 degrees F.
- 2) On workdays when school is not in session, the entire building shall be operated on a target night low limit setting of 60 degrees F. Outside night low limits sensors should be set so as to provide an inside night low limit temperature of not more than 60 degrees F. Variations for working staff comfort can be made via over-ride controls for specific zones and lengths of time, with temperature not to exceed 64 degrees F.
- 3) If offices are occupied by regularly assigned staff, zoning shall be used in lieu of operating the central heat plant. Maximum thermostat settings for zoned areas shall be the same as school day operation.
- 4) Normal heat and ventilation may be provided for scheduled activities and athletic contests. If possible, only the area of the activity should be heated and ventilated, and temperature maximums shall be the same as a regular school day.

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**References:**

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/2019
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Approved: _____	Date ___/___/___

5) All other energy uses must be approved in advance by the school administration in coordination with the Executive Director for Energy Management and Construction.

### Guidelines for the Operation of Domestic Hot Water Heaters

#### School Days:

- 1) Thermostats for hot water heaters will be set so water temperature at all sinks will not exceed 110 degrees F.
- 2) Thermostats for hot water heaters that service kitchens will be set at 140 degrees F.
- 3) When available, time clocks will be set to provide for maximum efficiency.

#### Weekends and School Vacation Days:

- 1) Hot water heaters will be set on vacation setback.

#### Personal Equipment:

Personal equipment such as refrigerators, microwaves, space heaters ext. should be kept to a minimum. Understandably staff need to keep lunch cold and or heat up lunches. Thus, schools have teachers lounges for this to occur. Due to the fact that not every staff member has easy access to the lounge for a variety of reasons, the following is the plan. In coordination with administration at each site staff will minimize the number of personal refrigerators and microwaves at each campus. As a rule of thumb, the maximum number of personal refrigerators and microwaves at each campus should be one per grade level or one or two per building in the larger schools. Administration has the authority to make adjustments for student and staff health needs.

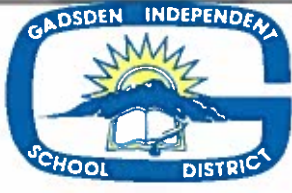
Reviewed and updated October 18, 2019  
By RG, NV, AV

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#### References:

PSFA:  
NM State Statute

Original Date	MM/YY
Review/Revision Date	11/19/2019
<input type="checkbox"/> Supersedes all Previous	
Approved: _____	Date ___/___/___



## Grounds Keeping Maintenance Plan

Policy 18.0

### **POLICY**

It is the policy of the Gadsden Independent School District to establish duties and responsibilities aligned with the Groundsmen job description. In effort to assist in the timely coordination and completion of routine preventive maintenance necessary for well kept facility. The following duties and responsibilities have been developed as a guideline to assist in the effective management of the Grounds Department.

Note: Due to special needs and request from staff and special projects, it will be necessary to deviate from normal work schedules.

### **PROCEDURES – GENERAL MAINTENANCE**

#### **DAILY**

1. Check equipment (blowers, weed eater, mower, etc.) fluid levels and perform PM necessary before operating
2. Check areas watered over-night for proper operation and signs of leaks
3. Remove trash from landscape area including- shrubs, bushes, sidewalks and parking lots

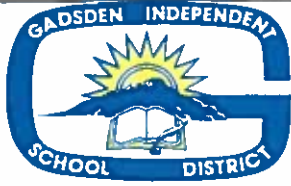
#### **WEEKLY**

1. Cut grass (in Winter Season this is bi-weekly)
2. Use weed eater or apply herbicide in areas inaccessible to mower
3. Line or groom Athletic Fields for sport in season
4. Check supply inventory and place order for necessary items

#### **MONTHLY**

1. Check irrigation system and timers





Document Labor & Material Cost  
On Completed Work Orders

Attachment to  
#16

<b>Work Order ID</b> 219261		<b>Craft</b> Plumbing		<b>Completion Date</b>	
<b>Description</b>		need 1.5 repair coupling for sprinklers			
<b>Location</b>		Northern On-Track Pre-K (LM)		<b>Request Date</b> 7/24/2019	
<b>Building</b>				<b>Status</b> Work In Progress	
<b>Area</b>				<b>Priority</b> Medium	
<b>Area Number</b>				<b>Purpose Code</b> Building General	
<b>Equip Item No.</b>				<b>Budget Code</b>	
<b>Equip. Desc</b>				<b>Requester</b> Fred Appelzoller	
<b>Assigned To</b> Appelzoller, Fred				<b>Requester Phone</b>	
<b>Notes</b>					

**Labor** To Date:                      **h**      **Purchases** To Date:                      **\$0.00**

25

Date	Name	Hrs	Date	PO	Description	Supplier	Qty	Cost Each
July	FRED	1.5	PL 00	017			3	
			PL 00	042			3	
			PL 00	127			1	

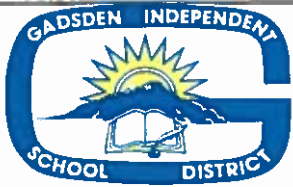
**Inventory** To Date:                      **\$0.00**

Date	Item No	Description	Qty	Pool

**Action Taken**

*Helped make repair on sprinkler system*

*Fred Appelzoller*                      25 July 2019                      \_\_\_\_\_  
 Technician/Supervisor                      Date                      Confirmation/Accepted By                      Date



Track Work Order Backlog

Attachment to  
#16

R Lara

6/27/19 ✓

## INTER-DEPARTMENT MEMO

To: All Maintenance Personnel  
From: Albert A. Vallejo, Coordinator of Physical Plant/mkv  
Date: June 17, 2019  
Re: Work Orders In Progress Report (older than 60days)

Attached is a report on Work Orders In Progress. Please review the report and identify work orders as **Complete (if complete indicate hours and date on report)**, if work orders are **Pending** or **Void**, provide an explanation for either. It is very important that you turn in your work orders as soon as they are completed to avoid backlog.

Please return this report by **June 27, 2019** to update the Schooldude database. If you should have any questions, please call the Maintenance Office.

cc: Margret K. Villalobos, Maintenance Specialist

# Work Orders Older (60days) Report

All Dates Selected. Order By Assigned Employee, Status, Location

WOID	Status	Area Description	Deferred By	Until	Request Date	Target Comp. Date	Days Aged	Labor Hours	Total Costs
Assigned To	Area Number	Reason	Created Date/Time	Actual Comp. Date	Action Taken				
Location	Building	Description							
Requester Name									
<b>Assigned Employee: Lara, Ralph</b>									
214135	Work In Progress	Restroom (Boys)			4/11/2019		67		\$0.00
Lara, Ralph		Zuni Hall			4/11/2019 10:36:51 AM				
Desert View ES			3rd Request: The door to one of the stalls has been broken for awhile and needs to repaired ASAP.			completed 6/26/19		RP 4hrs	
Guadalupe Gonzalez									
213106	Work In Progress	Gym			3/29/2019		80		\$0.00
Lara, Ralph					3/29/2019 2:03:51 PM				
Gadsden HS		Varsity Gym	ATTENTION RAFA!! Change door cores tot he Varsity gym and to the Girls gym on June 21st and removed on July 8th			completed 6/20/19		4hrs RP.	
Jorge Diaz									
210580	Work In Progress				2/14/2019		106	2	\$6,525.00
Lara, Ralph		Southside Dist			2/14/2019 8:12:05 AM	5/31/2019			
Physical Plant Complex			NEED TO ORDER CLASS ROOM OFFICE ENTRY,AND THUMB LOCK DEAD BOITS AND STORAGE LOCKSETS FOR USE DISTRICK WIDE ON SOUTH SIDE. (STOCK)			received material APCO 181905053 600.00			
Ralph Lara						completed 2hrs RP.		Received material from A.P.C.O.	
212800	Work In Progress				3/26/2019		83		\$0.00
Lara, Ralph					3/26/2019 11:16:58 AM				
Santa Teresa HS			nescito que cambien las llaves de los GyM 20 y 21 de Junio de 2019.			completed 6/24/19		4hrs RP.	
Juan Hernandez									
205930	Work In Progress				11/9/2018		220		\$0.00
Lara, Ralph					11/9/2018 11:36:38 AM				
Santa Teresa HS			Trades West Restroom - Install stall doors.			pending RP.			
Albert Vallejo						Asp report 2/12/19 - Pending supplies not available from vendor			
<b>Count: 5 Work Orders</b>			<b>Avg. Age of WO's</b>	<b>111</b>	<b>Total for Lara, Ralph</b>		<b>2</b>	<b>\$6,525.00</b>	

*Ralph Lara 6/26/19*

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