

112.1 Facilities Management

112.1.1 - The SU/SD maintains a comprehensive school facilities Operations and Maintenance Manual (OMM) for each building and other facility for which the SU/SD or, if applicable, a member school district is responsible.

1 – Not Yet Proficient	2 – Partially Proficient	3 – Proficient	4 – Advanced
<ul style="list-style-type: none"> <input type="checkbox"/> An OMM is not maintained for each member school. <input type="checkbox"/> No schools have a documented work order system in place through which work is scheduled or tracked. <input type="checkbox"/> No facilities personnel list maintained at the schools. <input type="checkbox"/> SU/SD has no designated person for facilities management and/or the designated person is not qualified. 	<ul style="list-style-type: none"> <input type="checkbox"/> An OMM is maintained, and the schools include varying levels of detail for buildings, grounds, and equipment. <input type="checkbox"/> Inconsistent Work Order system and preventative maintenance schedules across member schools. <input type="checkbox"/> There is no central directive that requires all schools to update their OMM, leading to inconsistency. <input type="checkbox"/> Facilities personnel list is updated inconsistently across member schools. <input type="checkbox"/> Annual trainings for new and seasoned facilities personnel are inconsistent. 	<ul style="list-style-type: none"> <input type="checkbox"/> A comprehensive OMM is maintained for each member school including consistent and adequate detail for buildings, grounds, and equipment and is readily accessible for reference. <input type="checkbox"/> A documented Work Order system is in place and preventive Work Orders are maintained and closed as completed at all schools. There is a system in place to catch past due PM's. <input type="checkbox"/> OMM for each school is updated annually with necessary details as a scheduled PM through the Work Order system. <input type="checkbox"/> Facilities personnel list is updated annually with, at a minimum, the name and trade of each staff member. <input type="checkbox"/> New and seasoned facilities personnel receive documented annual training as a scheduled PM through the Work Order system. 	<ul style="list-style-type: none"> <input type="checkbox"/> Each school possesses OMM digitally and in hard copy, which is readily accessible at the Central Facilities Office. All senior administrators and central office staff have read only access to the digital OMM. There is cross training on the OMM of member schools across the SD/SU. <input type="checkbox"/> All schools use a CMMS system for the issuance of emergency and routine Work Orders which issues automatic notifications of past due PM's. A breakdown of work orders by type and the establishment and use of KPI's is used. <input type="checkbox"/> Digitized OMM is updated with digital maintenance manuals and digital or photographic visuals. <input type="checkbox"/> Facilities personnel list is available digitally and in hard copy with contact information. <input type="checkbox"/> Annual training on the use of OMM is scheduled as a CMMS generated annual PM Work Order.



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112.1.2 - The SU/SD maintains a five-year Capital Improvement Plan (CIP) for each building and other facility for which the SU/SD or, if applicable, a member school district is responsible and updates it annually.

112.1.3 - The SU/SD designates a person with responsibility for facilities management with the SU/SD. The designee receives the necessary training and certification to ensure compliance with these standards.

1 – Not Yet Proficient	2 – Partially Proficient	3 – Proficient	4 – Advanced
<ul style="list-style-type: none"> <input type="checkbox"/> The SU/SD does not annually maintain a CIP. <input type="checkbox"/> If SU/SD maintains a CIP, it lacks consideration for any of the following: enrollment projections, health, safety, security, educational programming goals, and building modernization initiatives. <input type="checkbox"/> SU/SD has no designated person for facilities management and/or the designated person is not qualified. 	<ul style="list-style-type: none"> <input type="checkbox"/> SU/SD annually maintains CIP but may not include all schools and/or all necessary considerations. <input type="checkbox"/> The SU/SD has designated a person for facilities management who is not qualified but they are in the process of attaining a Facilities Manager certification as prescribed by the AOE. 	<ul style="list-style-type: none"> <input type="checkbox"/> A five-year (minimum), annually updated, CIP is maintained for all schools that includes all necessary details. <input type="checkbox"/> SU/SD has a designated position responsible for facilities management; the incumbent has necessary qualifications and pursues professional development opportunities for continuous improvement. 	<ul style="list-style-type: none"> <input type="checkbox"/> CIP incorporates projects identified through the Educational Facilities Master Planning process and plans for facilities to become resilient areas of refuge during emergency upsets. <input type="checkbox"/> School Board reviews CIP as part of its annual budgeting process. <input type="checkbox"/> Incumbent responsible for facilities management has qualifications beyond the minimum requirement and pursues training opportunities in other facilities related subject areas or may pursue a relevant degree.