

July 1, 2009

Vashon Island School District Plan for preventive maintenance and major repairs 2010-2012

Preventive maintenance is a top priority for Vashon Island School District (VISD). To properly fund it, the district is proposing a three-year, \$2.7 million technology and capital maintenance levy in November 2009 that will provide \$900,000 a year for 2010, 2011 and 2012. The levy will allow the district to make major repairs, upgrade equipment and hire more staff to care for buildings and grounds.

This document addresses how VISD's facilities department will create a culture of preventive maintenance using proposed levy dollars.

To begin, it's important to define preventive maintenance (PM). The standard description describes PM as a schedule of actions aimed at preventing breakdowns and failures while increasing efficiency and operational functions. A successful PM plan decreases operational costs and prevents high-cost emergency responses to system or component failures. Routine equipment checks, adjustments, upkeep and scheduled repairs are all part of PM. With a regular process for analyzing and reporting on the state of facilities, it's easier to fix problems, develop a replacement cycle and control costs.

VISD proposes that funds from the technology and capital maintenance levy be used to support a proactive PM plan. Levy funds will allow the district to:

1. **Repair and replace aging systems as the need arises.** These projects range in scope from \$2,000 to \$20,000 and include:
 - Chautauqua Elementary auto faucets
 - McMurray drinking fountains
 - Door hardware repairs

Cost for repair and replacement projects: \$50,000 per year; \$150,000 for three years

2. **Hire additional facilities staff, including:**
 - One half-time employee, which will bring the entire maintenance staff up to two full-time employees,
 - One quarter-time employee to assist the facilities director with PM scheduling, data management, tracking and reporting.

Cost for preventive maintenance program staff: \$42,000 per year; \$126,000 for three years

3. **Purchase service contracts** to manage specific facets of the district's facilities infrastructure. These contracts will allow the district to pay trade-specific experts on retainer with preferred pricing. For a district the size of VISD, these contracts are cost effective, representing a fraction of what it would cost to add licensed trades people to the staff.
4. **Acquire equipment**, including:
 - **Exterior Hi-lift:** All three schools have elevations that require more than 30 feet of lift to reach them. The district currently spends \$1500 annually to rent a hi-lift for one week each year. This is an unacceptable limitation if we are to adequately maintain facilities.

- **Facilities management computer system (FMS)** to support efficient integration of scheduling, cost and inventory tracking, and reporting.

Cost for contracts and equipment (items 3 & 4): \$21,600 per year; \$65,000 for three years

5. **Retain a contract with a capital projects manager** to be paid hourly as a consultant used on an as-needed basis for capital projects.

Cost for project management: \$44,600 per year; \$134,000 for three years

6. **Use capital funds to pay for services attributable to capital projects**, including business management, accounts payable and facilities management. In the past, these services have been paid exclusively from the general fund.

Cost for district staff administration: \$64,000 per year; \$193,000 for three years

7. **Maintain an unrestricted capital fund balance of \$500,000** as an emergency fund to cover large unexpected costs associated with capital maintenance and major repairs.

Funds required to attain a capital fund balance of \$500,000 over three years: \$225,000 for three years