

**THE FINISH LINE:
POST-OCCUPANCY**

Post-Occupancy

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POST-OCCUPANCY

Warranty Period

Normally the Project Specifications call for the Contractor to provide a labor guarantee for a period of one year commencing when the District begins to use the building. Equipment and product warranties are usually longer in duration and are set forth in the specifications. During the applicable period, the Contractor is obligated to repair or replace any systems or materials that are not functioning as intended. An eleven month inspection of the building is conducted by the Architect and CM and deficiencies are listed. The Contractor is obligated to correct those deficiencies much as he is obligated to do in the punch listing process.

Project Closeout

The Project Closeout focuses more on the relationships between the District and the Prime Contractors than on the District and the OSFC. The Closeout Process is necessary to monitor and verify the submission of Owner/Operator Manuals, Owner Training, attic material stock, Certificates Contract Completion and other documentation. The Design Professional shall provide record documents to the district prior to final completion. The requirements for record drawings and other provisions of the closeout process are set forth in the contracts and in OSFC Policy and Procedure Memoranda.

Financial Closeout

The Financial Closeout primarily focuses on reconciling and concluding the fiscal relationship between the district and the OSFC. This process includes a comprehensive recap of the original project budget, any budget increases that were approved, the State share, the local share, and the interest earned on both the State and the district shares. All expenditures are recapped, including those for contracts, change orders, miscellaneous district expenses, and soft costs. Once the financial reconciliation is agreed to, a Certificate of Project Completion is executed. Principal dollars remaining in the project construction fund are distributed to the State and district in proportion of the original State and district shares. Remaining interest earned on State and district funds is returned to the State and deposited in the district maintenance fund.



The Ohio School Facilities Commission

10 West Broad Street
14th Floor
Columbus, Ohio 43215
Phone 614-466-6290 Fax 614-466-7749

CERTIFICATION OF WARRANTY COMMENCEMENT

Contractor's Contract No. SFC-
Your Federal ID Number: _____
Project Name and Location: _____
Prime Contractor's Name: _____
Prime Contractor's Address: _____
Phone Number: _____

<u>Equipment or Material</u>	<u>Warranty Commencement Date</u>	<u>Equipment or Material</u>	<u>Warranty Commencement Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	<i>To be completed by the CM / A/E</i>		<i>To be completed by the CM / A/E</i>

Describe the Equipment or Materials to be accepted:

List of Incomplete/deficient items associated with Equipment or Materials.	Date to be Completed

Statement of the terms associated with acceptance, i.e., testing, maintenance, cleaning, etc.:

Record of Inspection (Architect and/or Construction Manager notes):

Approval

The undersigned certifies that the warranty complies with the requirements of the Contract Documents.

Contractor Date Architect Date

School District Board acknowledgment of receipt of warranty, operating manual, etc., Architect with acceptance of Equipment or Material.

School District Board Date Construction Manager Date



CONTRACTOR EVALUATION

Project/Contract No. _____ School District: _____

Trade Type: _____ Building Name: _____

Contractor: _____ Current Amount of Work Complete (%): _____

INSTRUCTION: the performance ratings assigned in each category shall be based on the following definitions. If the evaluator has no basis for a rating, indicate N/A, or leave question blank.

- 1 - POOR** - the Contractor frequently performed in a manner less than prescribed.
- 3 - SATISFACTORY** - the Contractor usually performed in the manner prescribed but some deficiencies or weaknesses were noted.
- 5 - EXCELLENT** - the Contractor almost always performed in the manner prescribed.

I. Project Initiation

1. Rate the timeliness of the Contractor in submitting after-bid documentation.

(e.g. subcontractor and material supplier forms, EDGE forms and schedule of values)

1	2	3	4	5
Poor		Satisfactory		Excellent

2. Rate the accuracy and completeness of this Contractor's after-bid documentation.

1	2	3	4	5
Poor		Satisfactory		Excellent

3. Rate the contractors willingness to meet EDGE goals for the contract.

1	2	3	4	5
Poor		Satisfactory		Excellent

4. Rate the timeliness and completeness of the Contractor's initial schedule information.

1	2	3	4	5
Poor		Satisfactory		Excellent

5. Rate the Contractor's ability to provide adequate resource loading information for the schedule.

1	2	3	4	5
Poor		Satisfactory		Excellent

6. Rate the Contractor's performance in providing complete and accurate shop drawings when required by the schedule.

1	2	3	4	5
Poor		Satisfactory		Excellent

7. Rate the Contractor's participation and performance in production of coordination drawings.

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

II. Day-to-Day Performance of Contract

8. Rate the overall effectiveness of the Contractor in performance of their work according to the plans, specifications and schedule.

1	2	3	4	5
Poor		Satisfactory		Excellent

9. Rate the effectiveness of the Contractor's coordination with other trades.

1	2	3	4	5
Poor		Satisfactory		Excellent

10. Rate the participation and attendance of the Contractor at project meetings.

1	2	3	4	5
Poor		Satisfactory		Excellent

11. Rate the availability of Contractor representatives with appropriate signature authority and project familiarity on-site and actively participating in project meetings.

1	2	3	4	5
Poor		Satisfactory		Excellent

12. Rate the Contractor's performance in timely providing complete information and resource loading for schedule updates.

1	2	3	4	5
Poor		Satisfactory		Excellent

13. Rate the Contractor's effectiveness in using the RFI process.

1	2	3	4	5
Poor		Satisfactory		Excellent

14. Rate the Contractor's participation in partnering for dispute and conflict resolution.

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

III. Project Completion and Closeout

15. Rate the Contractor's effectiveness in trouble-shooting and resolving issues during start up of systems.

1	2	3	4	5
Poor		Satisfactory		Excellent

16. Rate the effectiveness of the Contractor's required operating and maintenance training of owner staff.

1	2	3	4	5
Poor		Satisfactory		Excellent

17. Rate the quality of the Contractor's punch list of items for completion.

1	2	3	4	5
Poor		Satisfactory		Excellent

18. Rate the timely completion of corrective work identified by all parties on the punch list.

1	2	3	4	5
Poor		Satisfactory		Excellent

19. Rate the quality and timeliness of the Contractor's As-Built documents.

1	2	3	4	5
Poor		Satisfactory		Excellent

20. Rate the timely submission and completeness of the Contractor's Closeout documents.

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

IV. Performance of Staff

A.) Key Staff

21. Rate the effectiveness of the Contractor to properly manage and perform the work if key staff (Project Mgr, Superintendent) changed during the project.

1	2	3	4	5
Poor		Satisfactory		Excellent

B.) Project Manager

22. Rate the effectiveness of the Project Manager to proactively address issues.

1	2	3	4	5
Poor		Satisfactory		Excellent

23. Rate the Project Manager's ability to follow through on commitments.

1	2	3	4	5
Poor		Satisfactory		Excellent

24. Rate the Project Manager's effectiveness to secure and allocate resources to suit the project requirements.

1	2	3	4	5
Poor		Satisfactory		Excellent

25. Rate the effectiveness of the Project Manager's communication of schedule information.

1	2	3	4	5
Poor		Satisfactory		Excellent

26. Rate the effectiveness of the Superintendent to proactively address issues.

1	2	3	4	5
Poor		Satisfactory		Excellent

C.) Superintendent

27. Rate the Superintendent's ability to follow through on commitments.

1	2	3	4	5
Poor		Satisfactory		Excellent

28. Rate the Superintendent's effectiveness to manage progress and quality of workmanship.

1	2	3	4	5
Poor		Satisfactory		Excellent

29. Rate the cooperation and coordination of the Superintendent with other trade contractors.

1	2	3	4	5
Poor		Satisfactory		Excellent

30. Rate the Superintendent's maintenance and updating of As-Built documents during the construction process.

1	2	3	4	5
Poor		Satisfactory		Excellent

D.) Office Staff

31. Rate the accuracy and timeliness of payment requests.

1	2	3	4	5
Poor		Satisfactory		Excellent

32. Rate the timely submission of certified payroll reports, (if requested).

1	2	3	4	5
Poor		Satisfactory		Excellent

33. Rate the accuracy and completeness of change order proposals.

1	2	3	4	5
Poor		Satisfactory		Excellent

E.) Working Relationships

34. Rate the working relationship of the contractor with the Architect/Engineer.

1	2	3	4	5
Poor		Satisfactory		Excellent

35. Rate the working relationship of the contractor with the Construction Manager.

1	2	3	4	5
Poor		Satisfactory		Excellent

36. Rate the working relationship of the contractor with the Owner Team (School District and OSFC).

1	2	3	4	5
Poor		Satisfactory		Excellent

37. Rate the working relationship of the contractor with other trades.

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

V. Key Performance Indicators

38. Rate the overall quality of work.

1	2	3	4	5
Poor		Satisfactory		Excellent

39. Rate the Contractor's performance in meeting scheduled milestones. (within contractor's control)

1	2	3	4	5
Poor		Satisfactory		Excellent

40. Rate the Contractor's promptness in reporting actual and anticipated delays.

1	2	3	4	5
Poor		Satisfactory		Excellent

41. Rate the Contractor's effectiveness in staffing the project to meet the project schedule.

1	2	3	4	5
Poor		Satisfactory		Excellent

42. Rate the Contractor's promptness in correction of schedule-sensitive issues.

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

Additional Comments:

Submitted by:

Print Name

Phone Number

Signature

Company Name

Date

Please forward this evaluation to the OSFC Office, Attention Diane Brown, 10 W. Broad St.,
Suite 1400, Columbus, Ohio 43215-3494.



The Ohio School Facilities Commission

10 West Broad Street
Suite 1400
Columbus, Ohio 43215
Phone : 614-466-6290 Fax: 614-466-7749

CONSTRUCTION MANAGER EVALUATION

Project/Contract No.: _____ CM: _____
Project Name: _____ School District Board: _____

INSTRUCTION: the performance ratings assigned in each category shall be based on the following definitions.

- 1 - POOR** - the CM frequently performed in a manner less than prescribed.
- 3 - SATISFACTORY** - the CM usually performed in the manner prescribed but some deficiencies or weaknesses were noted.
- 5 - EXCELLENT** - the CM almost always performed in the manner prescribed.

1 Overall Effectiveness of Decision Making

a. How would you rate the overall effectiveness of the CM's decision making ability as it relates to the administration of the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

2 Capabilities

a. How would you rate the abilities of the CM staff assigned to the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the experience level of the CM staff assigned to the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

c. How would you rate the ability of the CM staff to process timely requests for information regarding the Drawings and Specifications?

1	2	3	4	5
Poor		Satisfactory		Excellent

d. How would you rate the ability of the CM Staff to schedule the overall Project and manage the design and construction timelines?

1	2	3	4	5
Poor		Satisfactory		Excellent

3 Timeliness of Decision

a. How would you rate the CM's timeliness in making decisions relating to the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

4 Relations

a. How would you rate the effectiveness of the relations between the CM and the Contractors?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the effectiveness of the relations between the CM and the Architect?

1	2	3	4	5
Poor		Satisfactory		Excellent

c. How would you rate the effectiveness of the relations between the CM and the School District?

1	2	3	4	5
Poor		Satisfactory		Excellent

CONSTRUCTION MANAGER EVALUATION

Project/Contract No.: _____ CM: _____
Project Name: _____ School District Board: _____

5 Contract Problem Solving Procedures

a. How would you rate the efficiency of the CM in problem solving procedures?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the fairness of the CM in problem solving procedures?

1	2	3	4	5
Poor		Satisfactory		Excellent

c. How would you rate the efficiency with which the CM implemented Change Orders?

1	2	3	4	5
Poor		Satisfactory		Excellent

6 Overall Effectiveness of CM

a. How would you rate the overall effectiveness of the CM's administration of the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the overall effectiveness of the CM's procedures for Close Out of the Project (if applicable)?

1	2	3	4	5
Poor		Satisfactory		Excellent

Comments:

Submitted by:

Print Name	Phone Number
Signature	
Company Name	Date

Please forward this evaluation to the OSFC Office, Attention Diane Brown, 10 W. Broad St., Suite 1400, Columbus, Ohio 43215. Construction Manager should be copied on the transmittal only.

Ohio School Facilities Commission
ARCHITECT/ENGINEER EVALUATION

OHIO SCHOOL FACILITIES COMMISSION • 10 BROAD ST., STE. 1400 • COLUMBUS, OH 43215-3494

Architect/Engineer: _____ District: _____

Evaluator: _____ Date: _____

Instructions: The performance ratings assigned in each category shall be based on the following definitions.
1 (Poor) – The AE frequently performs in a manner less than prescribed.
3 (Satisfactory) – The AE usually performs in the manner prescribed but some deficiencies or weaknesses were noted.
5 (Excellent) – The AE almost always performs in the manner prescribed.

I) Management Performance

A) Overall Effectiveness

- 1) How would you rate the overall effectiveness of the AE as it relates to the management and administration of the program?

1	2	3	4	5
Poor		Satisfactory		Excellent

B) Leadership

- 1) How would you rate the effectiveness of the AE's Project Architect participation in the Core Team?

1	2	3	4	5
Poor		Satisfactory		Excellent

C) Scope Management

- 1) How would you rate the AE's knowledge of the Master Plan scope of work?

1	2	3	4	5
Poor		Satisfactory		Excellent

- 2) How would you rate the AE's ability to identify scope that is outside the Master Plan?

1	2	3	4	5
Poor		Satisfactory		Excellent

- 3) How would you rate the AE's ability to manage changes in scope?

1	2	3	4	5
Poor		Satisfactory		Excellent

D) Cost Management

- 1) How would you rate the AE's ability to assist the Core Team in managing the Project budget?

1	2	3	4	5
Poor		Satisfactory		Excellent

- 2) How would you rate the AE's effectiveness to design within the Project budgets?

1	2	3	4	5
Poor		Satisfactory		Excellent

- 3) How would you rate the AE's cooperation and effective use of Value Engineering?

1	2	3	4	5
Poor		Satisfactory		Excellent



The Ohio School Facilities Commission

10 West Broad Street

14th Floor

Columbus, Ohio 43215

Phone : 614-466-6290 Fax: 614-466-7749

MAINTENANCE PLAN ADVISOR PROGRAM EVALUATION

Project/Contract No: _____ MPA: _____

Project Name: _____ School District Board: _____

INSTRUCTION: the performance ratings assigned in each category shall be based on the following definitions:

1 - POOR - the MPA frequently performed in a manner less than prescribed.

3 - SATISFACTORY - the MPA usually performed in the manner prescribed but some deficiencies or weaknesses were noted.

5 - EXCELLENT - the MPA almost always performed in the manner prescribed.

1 Overall Knowledge of Program

a. How would you rate the MPA's knowledge of the Maintenance Program?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the MPA on satisfying their requirements as stated in the contract?

1	2	3	4	5
Poor		Satisfactory		Excellent

2 Capabilities

a. How would you rate the quality of the MPA's Documents and forms?

1	2	3	4	5
Poor		Satisfactory		Excellent

b. How would you rate the abilities of the MPA's staff assigned to the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

c. How would you rate the experience level of the MPA's staff assigned to the Project?

1	2	3	4	5
Poor		Satisfactory		Excellent

d. How would you rate the ability of the MPA's staff to interpret the information provided to them to develop a plan specific to your district's building requirements and needs?

1	2	3	4	5
Poor		Satisfactory		Excellent

OSFC CLOSE-OUT DIRECTIONS

A. Facility Completion

1. [Facility Completion Procedures](#)
2. [Facility Report Contents](#)
 - a. [Facility Completion Report Title Page](#)
 - b. [Facility Description](#) and [Executive Summary](#)
 - c. [Facility Budget and Reconciliation Report](#)
 - d. [Photographs](#)
 - e. [Questionnaire and Testimonials](#)
 - f. [Contractor Evaluations](#)
3. [Facility Completion Certificate](#)

B. Project Agreement Close Out

1. [Project Agreement Closeout Procedures](#)
2. [Project Agreement Close Out Report Contents](#)
 - a. [Project Agreement Close Out Report Title Page](#)
 - b. [Table of Contents](#)
 - c. [Project Description](#)
 - d. [Executive Summary](#)
 - e. [Financial Summary](#)
 - f. [Fund Reports](#)
 - g. [Misc. Financial Reports](#)
 - h. [Locally Funded Initiatives](#)
 - i. [Maintenance](#)
3. [Certificate of Completion of the Project Agreement – Example](#)

Close Out Documents are to be mailed to the attention of:

Michelle Mulroy, Project Coordinator
Ohio School Facilities Commission
10 W. Broad St., Suite 1400
Columbus, Ohio 43215

***All forms and policies are located on the OSFC FTP site: <ftp://OSFC.ohio.gov/>.
Documents should be regularly downloaded to ensure correct versions are being used.

POLICY and PROCEDURE MEMORANDUM

[\(TOP\)](#)

FACILITY COMPLETION PROCEDURES

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

The Facility Completion Report is intended to provide a summary of the individual facility and must include specific information regarding the scope of the building project, any major changes to the scope, and a recap of all financial issues related to that facility. The Facility Completion Report is to be provided to the Commission by the Construction Manager upon the eleven month inspection. The Commission will review the report and its contents and (if necessary) request revisions by the Construction Manager.

The Facility Completion Report is the responsibility of the Construction Manager. The items each Facility Completion Report should contain is as follows:

FACILITY REPORT CONTENTS

[\(TOP\)](#)

- Section 1:** Project Description and Executive Summary (CM)
- Section 2:** Facility Budget and Reconciliation Report (School District Treasurer and CM)
- Section 3:** Photographs (CM and A/E)
- Section 4:** Questionnaire and Testimonials
- Section 5:** Contractor Evaluations (OSFC, School District, CM and Architect)
- Section 6:** Facility Completion Certificate (CM)

(Use as Cover)

FACILITY COMPLETION REPORT

[\(TOP\)](#)

OHIO SCHOOL FACILITIES COMMISSION

SCHOOL DISTRICT NAME

School Name
School Address
Phone #

Date

_____, Superintendent
_____, Treasurer

Architect: _____
Address
City, Ohio Zip
Phone #

Construction Manager: _____
Address
City, Ohio Zip
Phone #

Prepared By: _____

OHIO SCHOOL FACILITIES COMMISSION

Building Name
School District Name
Facility Completion Report

- County
- Approval Year
- Planned Enrollment
- Building Description
- Grade Configuration
- Building Square Feet
 - Co-funded sqft
 - LFI sqft
- Project Architect Firm
- Construction Manager Firm
- Design Manual Year
- Construction Time Frame
- Maintenance Plan Advisor (MPA) Firm
- Commissioning Agent Firm

EXAMPLE: Describe the facility including approved scope changes.

Facility Completion Report
EXECUTIVE SUMMARY

[\(TOP\)](#)

OHIO SCHOOL FACILITIES COMMISSION
School District Name
Facility Name

Outstanding Issues:

Maintenance Planning Status:

Recommendation

It is the CM Name's recommendation that:

Facility Completion Report

FACILITY BUDGET AND RECONCILIATION REPORT

[\(TOP\)](#)

FACILITY BUDGET

Original Basic Project Budget (original project budget, not including allowances or locally funded initiatives).

\$	-
----	---

Allowances

\$	-
----	---

Total Co-funded Basic Project Budget

\$	-
----	---

Locally Funded Initiative Budget

\$	-
----	---

Check here if there was a change of scope since the original budget was established

Describe:

Revised Total Co-funded Basic Project Budget with new scope (if checked)

\$	-
----	---

EXPENDITURES

Total Co-funded Expenditures from the Project Construction Fund (excluding Allowances)

\$	-
----	---

Total Co-funded Expenditures from the Allowances

\$	-
----	---

Total Co-funded Expenditures from the Project Construction Fund

\$	-
----	---

Total Expenditures for Locally Funded Initiative

\$	-
----	---

Amount Over or Under Basic Project Budget (not including Allowance)

\$	-
----	---

Amount Over or Under Allowance Budget

\$	-
----	---

Amount Over or Under Total Co-funded Budget

\$	-
----	---

Amount Over or Under Locally Funded Initiative Budget

\$	-
----	---

(Double click the above Excel table to insert data).

WE THE UNDERSIGNED HEREBY CERTIFY THE ABOVE LISTED INFORMATION IS ACCURATE AND COMPLETE.

Construction Manager _____ Date: _____

School District Treasurer _____ Date: _____

Architect _____ Date: _____

OSFC Project Administrator _____ Date: _____

PHOTOGRAPHS

[\(TOP\)](#)

- Insert photos and photo descriptions here. Include a Mix of Interior and Exterior Photographs of Facilities Addressed as Part of the Project.
- Please request additional completed photos from the project architect (if marketing photos are available). Additional photos should be submitted via disk.

All Photograph Discs are to be mailed to the attention of:

Sue Meyer, Public Information Specialist
Ohio School Facilities Commission
10 W. Broad St., Suite 1400
Columbus, Ohio 43215

CONTRACTOR EVALUATIONS

[\(TOP\)](#)

At the end of all projects, OSFC field staff, Construction Managers, Architects and School Districts staff are to complete evaluations of all contractors. List all project team members who have been given Contractor Evaluations. See Article 18 of the General Conditions.

Project Team Member	Contractor and Trade Type	Date Given Evaluation

All Contractor Evaluations are to be mailed to the attention of:
Diane Brown, OSFC Project Coordinator
Ohio School Facilities Commission
10 W. Broad St., Suite 1400
Columbus, Ohio 43215



The Ohio School Facilities Commission

10 West Broad Street

Suite 1400

Columbus, Ohio 43215

Phone: 614-466-6290 Fax: 614-466-7749

FACILITY COMPLETION CERTIFICATE

[\(TOP\)](#)

School District:

County:

Program:

Completed Classroom Facility			
Building Name	Building Address	Facility IRN Number	Date of Occupancy

Maintenance Plan Status for the Completed Building:

(Approved, Pending Approval, In Process, Not Started)

The following contracts are open, but all funds have been encumbered:

Contractor and Trade Type	Action Plan	Date to be Completed	Funds Withheld
			\$
			\$

Pending Issues:

•
•

The Commission acknowledges receipt of the Facility Completion Report and an approved Facility Budget and Reconciliation Report for the above referenced facility.

Upon completion of the construction of a facility, the Commission’s direct interest and participation in the facility is concluded. Upon the execution of this Certificate, the Commission’s interest is considered transferred to the School District for the purpose of facilities management, including the responsibility for enforcement of warranties and guarantees associated with the project.

A final Maintenance Plan is required for Project Agreement Close Out once all buildings in the applicable Project Agreement are occupied. Upon satisfactory compliance with the Final Accounting Requirements and submission of the Close Out Binder for a Project, the Commission will issue a **Certificate of Completion of the Project Agreement** for approval by the Board of Education.

In witness whereof, the parties hereto have hereunto set their hands of the day and year set forth below.

OHIO SCHOOL FACILITIES COMMISSION

By:

Project Administrator Date

By:

Chief of Projects Date

POLICY and PROCEDURE MEMORANDUM

[\(TOP\)](#)

PROJECT AGREEMENT CLOSE OUT PROCEDURES

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

School District Maintenance Plan

The Construction Manager will initiate the process for developing a preventive maintenance and capital planning program for the facilities at least six month prior to the completion of any facility for occupancy. A best practice recommendation is that the Maintenance Plan Advisor is engaged when the first piece of equipment is ready for testing. The School District may select a Maintenance Plan Advisor from the Commission's list of pre-qualified individuals and firms. The Maintenance Plan Advisor will serve as an expert to assist the School District in creating a preventive maintenance and capital planning program for the newly completed or renovated facilities.

The Commission is required to approve a School District's Maintenance Plan for the newly completed or renovated facilities. The School District is required to have the approval of the Commission of either an **Interim Maintenance Plan** or a **Final Maintenance Plan** before expending moneys from the Maintenance Fund. Reference the Commission's Policy and Procedure Memorandum on Preventive Maintenance and Capital Planning Program for more details about the Maintenance Plan requirement.

Final Accounting Requirements

The School District, with the assistance of the Construction Manager, will provide a final accounting of the Project Construction Fund to the Commission, including the identification of the revenues and expenditures of all funds related to the Project. Such accounting shall include at a minimum the following items: a complete and up to date version of the drawdown report approved by the School District, the Construction Manager and the Architect; fund reports from the Uniform School Accounting System (USAS); and an explanation of any differences between the drawdown report, fund reports, and Construction Manager records. Records supporting the accounting shall be provided upon request and available for inspection.

The final accounting will be accomplished in the following three phases: First, within thirty days of the school district taking occupancy of the final building in a project, the district treasurer, with the assistance of the Construction Manager shall submit the preliminary accounting documents to the Finance Section of the Ohio School Facilities Commission. The preliminary information that must be submitted include (at a minimum) the OSFC Preliminary Financial Accounting Document, a Uniform School Accounting System Financial Detail (FINDET) report for each special cost center established in the Classroom Facilities Fund (Fund 010), a detailed listing of any and all expenditures for Locally Funded Initiatives, and the identification of any outstanding financial issues needing to be resolved prior to the completion of the Project.

Second, at least six months, but not later than nine months after of the occupancy of the final building, a draft final accounting calculator (Version 6.0) shall be provided to the Commission as part of the draft Close Out Binder for the project. This submission shall be accompanied by the most recently submitted drawdown report, an updated FINDET report for Fund 010, and an updated listing of any and all expenditures for Locally Funded Initiatives.

Third, updating the information submitted with the Close Out Binder between months six and nine, within thirty days of the eleven month inspection of the final facility completed under the project, representatives of the Commission, the Construction Manager, and the School District shall meet to reconcile any outstanding issues, and concur on a the final cost of the project. At this time, a **Certificate of Completion of the Project Agreement** shall be provided to the School District for approval by the Board of Education.

Upon the approval of the Certificate of Completion of the Project Agreement by both the Board and the Commission, the Commission's direct interest and participation in the Project effectively ends. At this time, the School District takes sole authority for property ownership and facilities management, including proper maintenance and the final disposition of any funds remaining the Fund 010 occurs.

The Close Out Binder Submission

The Close Out Binder is intended to provide a summary of the project and must include specific information regarding the scope of the project, any major changes, and a recap and/or reconciliation of all financial issues. The first draft of the Close Out Binder is to be presented to the Commission by the Construction Manager not sooner than six months, nor later than nine months following occupancy of the final building in the project. The Commission will review the binder and its contents and (if necessary) request revisions by the Construction Manager and/or School District. While submission of the Closeout Binder is the responsibility of the Construction Manager, they will require the assistance of the School District administration in compiling the information requested. Below is a description of the items that each Close Out Binder should contain and the party primarily responsible for providing that information:

Project Agreement Close Out Report Contents

[*\(TOP\)*](#)

Please include a disk of binder materials when submitting binder.

Section 1 – Project Description

Section 2 – Executive Summary

Section 3 – Financial Summary

Section 4 – Fund Reports (provided by SD Treasurer) for project construction funds

Section 5 – Misc. Financial Reports

Section 6 – Locally Funded Initiatives

Section 7 – Maintenance

Items below to be added by OSFC, please include blank tabs

Section 8 – Certificate of Completion of the Project Agreement

Section 9 – Commissioning (if applicable)

Section 10 – Team Evaluations

Section 11 – School District

Section 12 – Construction Manager

Section 13 – Architect/Engineer

Disposition of Surplus Funds

Pursuant to section 3318.12 of the Ohio Revised Code, any moneys remaining in the project construction fund after the Project has been completed shall be allocated as follows: any investment earnings remaining in the Fund that are attributable to the School District's contribution to the Fund shall be transferred to the School District's Maintenance Fund for the Project; any investment earnings remaining in the Fund that are attributable to the State's contribution to the Fund shall be transferred to the Commission; any other moneys remaining in the Fund shall be transferred to the Commission and the School District in proportion to their respective contributions to the Fund.

An allowance is provided in the budget for demolition of facilities that are being replaced. The state share of any unused portion of the demolition allowance shall be withheld by the Commission, or returned to the Commission upon completion of the Project.

Project Records

All Drawings and Specifications are the property of the School District. The School District Board may use the Record Drawings for any purpose relating to the Project including, without limitation, additions to or completion of the Project. Based on marked-up prints, drawings or data provided by the Contractors and the As Built Drawings, the Architect shall revise the original Contract Drawing tracings and computer files and furnish the School District: one (1) set of Record Drawings in the form of reproducible Drawings correctly marked to show the Project as completed in the form of mylar tracings; one (1) set of all other Contract Documents showing the Project as completed in the form of paper documents; and one (1) set of all Contract Documents showing the Project as completed on a computer medium approved by the School District.

The Architect and Construction Manager are required by the Agreement for Services to maintain all records related to the Project for six (6) years after Final Acceptance of the Project. The School District and Commission shall maintain Project records according to their respective record storage schedule requirements.

Guarantee and Warranty Management Process

The Standard Conditions provide for each Contractor to provide a Guarantee of the Work, which is a legally enforceable assurance, for a period of one year from Contract Completion, of quality or performance of the Contractor's workmanship. The Standard Conditions also provide for Warranties, which are a legally enforceable assurance, for the duration specified in the Contract Documents, of quality or performance of materials and equipment.

If Defective Work becomes apparent within the Warranty or Guarantee period, the School District shall promptly notify the Contractor in writing and provide a copy of said notice to the Architect, the Construction Manager and the Commission. The Contractor is to be instructed to visit the Project in the company of one or more representatives of the School District to determine the extent of the Defective Work.

The Contractor is to promptly repair or replace the Defective Work, including all adjacent Work damaged as a result of such Defective Work or as a result of remedying the Defective Work, regardless of whether such adjacent Work was originally provided by the Contractor. Work which is repaired or replaced by the Contractor shall be inspected and accepted by the School District and shall be guaranteed by the Contractor for one (1) year from the date of acceptance of the corrective Work by the School District.

If the Contractor does not promptly repair or replace Defective Work, the School District may repair or replace such Defective Work and charge the cost thereof to the Contractor or the Contractor's Surety.

(Use as Cover)

Project Agreement Close-out

PROJECT AGREEMENT CLOSE-OUT REPORT

[\(TOP\)](#)

OHIO SCHOOL FACILITIES COMMISSION

SCHOOL DISTRICT NAME

Board of Education Address

Phone #

Date

_____, Superintendent

_____, Treasurer

Architect: _____

Address

City, Ohio Zip

Phone #

Construction Manager: _____

Address

City, Ohio Zip

Phone #

PROJECT AGREEMENT CLOSE OUT REPORT TABLE OF CONTENTS

[\(TOP\)](#)

Please include a disk of binder materials when submitting binder

- Section 1 – Project Information
- Section 2 – Executive Summary
- Section 3 – Financial Summary
- Section 4 – Fund Reports for project construction funds
- Section 5 – Misc. Financial Reports
- Section 6 – Locally Funded Initiatives
- Section 7 – Maintenance
- Section 8 – Certificate of Completion
- Section 9 – Commissioning (if applicable)
- Section 10 – Team Evaluations
- Section 11 – School District
- Section 12 – Construction Manager
- Section 13 – Architect/Engineer

Project Agreement Close-out

Prepared By: _____

PROJECT DESCRIPTION

[\(TOP\)](#)

OHIO SCHOOL FACILITIES COMMISSION

School District Name Project Close Out Report

- District Name
- County
- OSFC Project No.
- Approval Year
- Project Architect Firm
- Construction Manager Firm
- Maintenance Plan Advisor (MPA) Firm
- Commissioning Agent Firm

EXAMPLE: Project summary including approved scope changes.

EXECUTIVE SUMMARY

[\(TOP\)](#)

OHIO SCHOOL FACILITIES COMMISSION
School District Name
Project Agreement Closeout Report

Executive Summary

Financial Accounting:

Outstanding Issues:

Maintenance Considerations:

Recommendation

It is the CM Name's recommendation that:

FINANCIAL SUMMARY

[\(TOP\)](#)

Section 6 – Financial Summary

- Drawdown Spreadsheet
 - Up to date and reconciled with district financial records
 - Final version signed by treasurer, CM, and Architect
- Closeout Calculator
 - Completed by treasurer and reviewed by CM
 - Reconciliation of any differences between district and cm records and prior to submission
 - Final version signed by treasurer, cm, and OSFC

FUND REPORTS

[\(TOP\)](#)

Section 7 – Fund Reports (provided by SD Treasurer) for project construction funds

REVLED* report for each fiscal year subtotaled by account and by fund (local/state for fund 10).

FINDET* report for each fiscal year subtotaled by fund (local/state) for fund 10.

**Districts not using state software should provide equivalent accounting system reports containing a detailed listing of all receipts and expenditures subtotaled by account and by fiscal year.*

MISCELLANEOUS FINANCIAL REPORTS

[\(TOP\)](#)

Section 8 – Misc. Financial Reports

- CM's financial tracking report.

Note: each cm tracks project budgets and costs somewhat differently. Please include the final version of the report used for financial tracking throughout the life of the project. Highlight the grand total expenditures for the co-funded project and the total LFI expenditures. These totals should agree with those listed on the close-out calculator. If applicable, also include the tracking report by building.

- Include any other financial reports that the cm and school district treasurer deem necessary in order to document the financial history of the project

LOCALLY FUNDED INITIATIVES

[\(TOP\)](#)

Section 9 – Locally Funded Initiatives

- General description of the scope and budget of the LFI project
- FINDET* report for each fiscal year for each LFI fund
 - *Districts not using state software should provide equivalent accounting system reports containing a detailed listing of all receipts and expenditures subtotaled by account and by fiscal year.
- Final post-bid version of all LFI MOUs

MAINTENANCE

[\(TOP\)](#)

Section 10 – Maintenance

- Copy of commission resolution (to be provided by OSFC)
- Plan executive summary
- Fund 034 FINDET (or equivalent) report (maintenance fund) from district accounting system



The Ohio School Facilities Commission

10 West Broad Street
Suite 1400
Columbus, Ohio 43215
Phone: 614-466-6290 Fax: 614-466-7749

CERTIFICATE OF COMPLETION OF THE PROJECT AGREEMENT EXAMPLE

--To be initiated by OSFC--

[\(TOP\)](#)

School District: _____ County: _____

Program: _____

Date of Commission Approval of Master Facilities Plan and Budget: _____

Date of Controlling Board Approval of Master Facilities Plan and Budget: _____

Total Building Expenditures: _____ \$

Completed Classroom Facility				
<i>Building Name</i>	<i>Building Address</i>	<i>Facility IRN Number</i>	<i>Maintenance Plan Approval</i>	<i>Date of Occupancy</i>

The funds remaining in the Classroom Facilities Fund (Fund 010) are comprised of unused principal, demolition allowance, and investment earnings on Commission and School District funds. Pursuant to section 3318.12 of the Ohio Revised Code, the unused principal and demolition allowance must be shared between the Commission and School District in an amount proportional to the respective percentage shares of the original basic project cost, while the funds remaining attributed to the investment earnings on Commission funds must be returned to the state. Interest earnings on School District funds meanwhile, must be transferred to the School District Classroom Facilities Maintenance Fund (Fund 034). The School District has adopted and the Commission has approved a maintenance plan for the classroom facilities and the School District is aware that updates to the original maintenance plan may be considered.

A final accounting process is complete and the School District and Commission agree that all funds are accounted for and the Closeout Calculator is accurate. Upon final approval of this certificate, an addendum to the Closeout Calculator and Fund Report shall be provided by the School District to account for any changes occurring in Fund 010 since the date that the Closeout Calculator and Fund Report were submitted.

Date of Submission of Closeout Calculator, Fund Report from the School District Accounting System, and any explanation of reconciliation between the Drawdown Spreadsheet and the Fund Report: **DATE HERE FROM CLOSEOUT CALC**

Upon completion of the construction of the Project, the Commission’s direct interest and participation in the project is concluded. The Commission’s interest is considered transferred to the School District, subject to any holding necessary to secure bonded obligations. The School District shall assume sole responsibility for property ownership and facilities management, including the responsibility for enforcement of warranties and guarantees associated with the Project.

All Drawings and Specifications are the property of the School District. The School District may use the Record Drawings for any purpose relating to the Project including, without limitation, additions to or completion of the Project. All other project records shall be maintained according to the respective retention schedules of the School District and the Commission.

All outstanding issues are resolved to the satisfaction of the School District and the Commission.

The School District agrees to provide the Commission any audit report received by the School District regarding the Classroom Facilities Project.

In witness whereof, the parties hereto have hereunto set their hands of the day and year set forth herein.

CINCINNATI CITY SCHOOL DISTRICT
Hamilton County

OHIO SCHOOL FACILITIES COMMISSION

By: _____
President – Board of Education

By: _____
OSFC Finance

Date: _____

Date: _____

By: _____
Treasurer – Board of Education

By: _____
OSFC Executive Director

Date: _____

Date: _____

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

OSFC Information Guide



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- I) Introduction**
- II) Section 1**
 - a. Preventive Maintenance and Capital Planning Program Policy and Procedure Memorandum
 - b. Maintenance Business Plan Outline
- III) Section 2**
 - a. Maintenance Plan Submittal Requirements & Development Options
 - b. Development Options Flowchart
 - c. Pre-qualified Maintenance Plan Advisors List
 - d. OSFC Maintenance Web Tool Access Authorization Form
- IV) Section 3**
 - a. Facility Data and Information Collection Guidelines for School Districts / Construction Managers
 - b. Component Checklist
- V) Section 4**
 - a. OSFC SMPA Maintenance Plan Approval Checklist
 - b. Maintenance Plan Final School District Submission Form
- VI) Section 5**
 - a. Interim Memorandum of Agreement for Maintenance Plan Advisor Services
 - b. School District Acknowledgement of Interim Memorandum of Agreement for Maintenance Plan Advisor Services

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Introduction

As per O.R.C 3318.05, all School Districts participating in one of the Commission's facilities programs, is required to establish a fund for the maintenance of the project and prepare a plan for preventive maintenance and capital planning of the co-funded facilities.

The Commission is required to approve a School District's Maintenance Plan for the newly completed facilities. The School District is required to have the approval of the Commission of either an Interim Maintenance Plan or a Final Maintenance Plan before expending moneys from the Maintenance Fund.

The purpose of this booklet is to provide an overview of the Processes and Deliverables associated with this Program. Districts should work with their project team; Architect / CM / PA & Maintenance Consultant, in the development and submittal of a Maintenance Plan.

The goal of the Maintenance Program is to empower Districts with the knowledge and skill-sets necessary for their role as Facility Managers. Through the implementation of their building/district specific Plan, Districts can set their sights on achieving the maximum Return-on-Investment or R.O.I., for their newly completed educational facilities.

Section 1

POLICY and PROCEDURE MEMORANDUM

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Applicable to: CFAP, ENP, VFAP and Accelerated Urban Programs

Maintenance Plan Development Process

A Maintenance Plan Advisor will serve as an expert to assist the School District in creating a preventive maintenance and capital planning program for newly completed facilities. The Commission has a list of individuals and firms who are pre-qualified as Maintenance Plan Advisors. The cost of Basic Services provided by a pre-qualified Maintenance Plan Advisor is an eligible expense of the project budget. Services provided by a non pre-qualified individual or firm in preparing a plan for the maintenance of completed facilities is an eligible expense of the School District's Maintenance Fund.

The Construction Manager will initiate the process for developing a preventive maintenance and capital planning program at least six month prior to the completion of any facility for occupancy. A best practice recommendation is that the Maintenance Plan Advisor is functioning when the first piece of equipment is ready for testing.

Maintenance Plan Objectives

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

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

Approval of Maintenance Plan by Commission

The Commission is required to approve a School District's Maintenance Plan for the newly completed facilities. Factors that will be taken into consideration by the Commission in evaluating a School District's Maintenance Plan for approval include, without limitation, the following:

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

The following plan categories, in order of priority, have been established for the use of the Maintenance Fund:

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

Resolution of the Board of Education

The Board of Education will be required to acknowledge the following:

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

POLICY and PROCEDURE MEMORANDUM

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

EXPEDITED LOCAL PARTNERSHIP PROGRAM (*VFAP ELPP*)

PREVENTIVE MAINTENANCE & CAPITAL PLANNING PROGRAM

Maintenance Plan Development Process

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

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

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

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

Maintenance Plan Administrative Process

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

Maintenance Plan Objectives

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

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

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

Approval of Maintenance Plan by Commission

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

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

Maintenance Fund

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

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

Resolution of the Board of Education

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

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

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

POLICY and PROCEDURE MEMORANDUM

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

EXPEDITED LOCAL PARTNERSHIP PROGRAM (*VFAP ELPP*)

PREVENTIVE MAINTENANCE & CAPITAL PLANNING PROGRAM

INTERIM PLAN

PARTIAL RENOVATION/ CONSTRUCTION PROJECTS

Interim ELPP and VFAP ELPP Maintenance Plan

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

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

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

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

Interim ELPP and VFAP ELPP Plan Administrative Process

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

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

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

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Maintenance Business Plan (MBP) Outline

1 Executive Summary

- 1.1 Summarized Level 1 Information
- 1.2 Brief Introduction of Scope and Purpose
- 1.3 Project Annual Financial Budget Summary
- 1.4 .5 mil. Prioritization

2 Introduction

- 2.1 Description Legislative Requirement
- 2.2 Purpose of MBP

The Maintenance Business Plan, MBP, coupled with the Facility Maintenance Report, FMR, form a maintenance planning tool that serves a broad audience within each school district.

The MBP report is directed to the OSFC, SMPA, superintendents, school board members, the public and stakeholders that are non-maintenance professionals. A financial tool, the MBP is a source for budgetary and total cost of maintenance information. With this tool, interested parties can determine the financial responsibilities associated with proper maintenance of the new school facilities. Specifically, the MBP illustrates suggested capital renewal endowment, ongoing maintenance cost, maintenance staff requirements, implementation strategies, localized application of industry best practices, suggested priorities for reserved funds and maintenance performance measurement strategies.

- 2.3 Roles of the Plan Preparer, SMPA and OSFC

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Plan Preparer

The preparer of the plan submission will act as a consultative expert in the area of facility maintenance and management on behalf of the School District. The firms or person(s) must become fully versed in the report specifications of the submission components; Maintenance Business Plan (MBP) and Facility Management Report (FMR). The plan preparer is expected to use the reporting standards and content of the maintenance plan web tool while at the same time advising the District on items of unique consideration to their particular facilities. The various component reports contain considerable information. The plan preparer should explain and promote the ongoing use of this specific information for the District stakeholders.

SMPA

The role of the Senior Maintenance Plan Advisor (SMPA) is to facilitate the development and overall design of the Maintenance Program initiated by the OSFC. From this program, the Plan Preparers for all of the participating school districts will develop Maintenance Business Plans and Facilities Maintenance Reports. The goal of the Maintenance Program is to ensure that all renovated and new schools in the state of Ohio have completed a process of identifying the short and long-term maintenance needs and the associated costs for their school facilities. It will be the overall role of the SMPA to see that the goal is met in a uniform manner. With that the SMPA will be acting on behalf of the OSFC and conducting the review and the recommendation of approval of the Plans and Reports.

OSFC

The Ohio School Facilities Commission (OSFC) provides funding, management oversight and assistance to all of Ohio's 613 school districts for the construction and renovation of school facilities.

The Commission is required to approve a School District's Maintenance Plan for the newly completed facilities. The School District is required to have the approval of the Commission of either an Interim Maintenance Plan or a Final Maintenance Plan

3 School District Maintenance Financial Analysis

3.1 Presentation and Explanation of Complete Financial Budget Requirements and Associated GAP

Please enter commentary and explanation of project budget components.

3.2 Prioritization of .5 mil. Funds

Please attach background documentation of .5 mil reserve fund application.

3.3 Documented Recommendation for Funding Increases

Please attach detailed explanation of .5 mil reserve fund application to address identified gap.

4 School District Maintenance Operational Delivery Structure

4.1 Review of Current Maintenance Delivery Structure

4.2 Application of Industry Best Practices to School District

4.2.1 Zero-Based Budgeting

What is the estimated financial budget required for maintenance of this campus based on its physical make-up?

4.2.2 Right Sourcing

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

What maintenance services should this district consider purchasing rather than produce with in-house staff? Why? What Maintenance Equipment should the District consider purchasing/leasing given the in-house/out sourced staffing choices made above?

4.2.3 Total Cost of Ownership

All districts budget for custodial and reactive fix-it maintenance. What are all of the maintenance activities required to maximize the value of this facility and what are the costs?

4.2.4 Maintenance Performance Metrics

What simple measurements can be used to gauge the performance of a district's maintenance activities? What are good short and long-term performance scores goals for these metrics?

4.2.5 Professional Development/Training

What simple measurements can be used to gauge the performance of a district's maintenance activities? What are good short and long-term performance scores goals for these metrics?

5 Approach to Maintenance Work Management

5.1 Implementation Plan: Tracking, Documenting, Management of Tasks, Program Overseer

6 Supporting Documentation

6.1 Brief Articles, Copy, Reference or Internal MPA Material Helpful to Superintendents

6.2 Environmental Health and Safety

Please visit the EPA and OSHA websites for materials regarding these issues.

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Facility Maintenance Report (FMR) Outline

The FMR is the second of two parts of the Maintenance Plan Submission for each School District. It is a work plan directed primarily to the maintenance managers, supervisors and staff, and even maintenance contractors. It is building specific and there must be one unique entry for each facility. It should be well written and incorporate communication techniques appropriate for the maintenance planner and practitioner.

1 Level 1 Information

The web tool generates the essence of the Level 1 information. It must be entered to produce a meaningful report. The basic building specific information is essential. Addition of more descriptive information and detail is encouraged.

2 Introduction of FMR

The introduction tells the reader what he will find in the FMR, how it is organized, how to use it and the benefits to expect. The introduction copy is provided on the web

2.1 MPA Approach

The MPA approach describes the unique method each MPA uses to develop the FMR work plan as well as the challenges and limitations. It may point out steps the school district will need to take to implement the plan and thus realize the intended benefits.

3 Annual Cost Summary Matrix based on School District building(s)' total gross square feet and ZBB

The gross square foot based Annual Cost Summary Matrix provides a generally expected cost estimate generated from standard data. The Zero Based Budget based Matrix is produced from specific building equipment information. Comparison will afford a means to check for significant errors. Significant differences should be explained and justified.

3.1 Maintenance Definitions

Many readers will lack a sound basis in facility maintenance management. It is important that the advisor clarifies, carefully interprets and fully explains the maintenance categories, and does it with the audience's point of view and experience in mind. Utilize the standard definitions provided on the web tool. Enhance these definitions as needed.

Note: Preventive Maintenance and Unplanned Maintenance are routine activities that are carried out on a daily basis. The annual cash flow is generally consistent. Planned Maintenance and Capital Renewal, on the other hand, are generally more expensive and more complex tasks. They occur on a less frequent basis and so the cash flow varies from year to year. Hence the need for reserves in the school district's financial planning

3.1.1 Preventive Maintenance

This is the standard definition of Preventive Maintenance that is the basis for development of the web tool's ZBB (Zero Based Budget) Model. Use the standard definition and incorporate clarifying examples and additions as appropriate.

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

3.1.2 Unplanned Maintenance

This is the standard definition of Unplanned Maintenance that is the basis for development of the web tool. The advisor should use this definition and incorporate clarifying examples.

Note: Goodwill or support services are a subset of unplanned maintenance. These activities are not traditional maintenance, but customer driven activities that tax the available manpower. These activities do nothing to ensure the ongoing operation of the facilities. They do not preserve or restore the buildings or equipment, or promote their use for the intended purpose. The advisor should suggest methods of managing and controlling services that distract from planned maintenance. Work order systems and contracted maintenance are two possible examples. Other strategies are listed in the supporting documentation

3.1.3 Planned Maintenance

This is the standard definition of Planned Maintenance that is the basis for development of the web tool. The advisor should use this definition and incorporate clarifying examples.

3.1.4 Capital Renewal

This is the standard definition of Capital Renewal that is the basis for development of the web tool. The advisor should use this definition and incorporate clarifying examples.

4 Equipment Inventory

A complete and useful set of maintenance instructions and schedules depends on entering accurate, detailed and comprehensive information about the building, its components systems and all of the important equipment.

4.1 Level 3, 4 and 5

4.1.1 Level 3: Identifies 60 facility system & costs

Facility systems are the major components of the 11 categories. They are part of the logical structure of the web tool.

4.1.2 Level 4: Identifies building system components & maintenance and capital costs

Components are the next level of organization for the maintenance program.

4.1.3 Level 5: Identifies system component maintenance & replacement activities

A comprehensive set of maintenance activities is the foundation of effective facility maintenance and the ZBB cost model. The web tool compiles and reports the basic maintenance activities associated with each entered piece of equipment.

4.2 Detailed References To Warranties, Manufacturers, etc.

An effective warranty management program can save the school system unneeded expense by initiating timely inspection and quick identification of warranty service providers. This report must be completed accurately.

4.3 Set-up Materials and Tools Report

The MPA needs to suggest tools, equipment and supplies the maintenance workers will need to effectively perform the maintenance activities.

4.4 Report of Consumable Maintenance Materials

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

List specific materials that will be used routinely when performing maintenance on the building and equipment.

5 Basic Maintenance Operational Standards

This section is comprised of the fundamental implementation data. The perspective is from a maintenance manager point of view.

5.1 Interpretation/Application of Activity List

The maintenance activity report and associated wall chart(s) are voluminous. The MPA must report and consult on the "next steps" in using this tool either in a standalone mode or with other tools supplied by the MPA.

5.2 Definition of Basic Maintenance Performance Goals and Implementation Milestones

From the maintenance manager's point of view, what sub-set of the overall plan metrics and milestones are most important. What should be the major goals and timeframes for the fundamental issues associated with the new program of total stewardship.

5.3 Operational Priorities

This is what we refer as the "One Minute Maintenance Manager." Provide the maintenance manager with the critical principles of modern, best practice maintenance management. They are the rules that must be lived by.

5.4 Reference Material

Presentation and discussion of comprehensive and accessible resources and references materials are important to the development of the new maintenance program. Compile a list of websites, reference material, and actual copy as appropriate.

MPA Supplied Supporting Documentation

1 MPA Supplied Supporting Documentation

Section 2

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Maintenance Plan Submittal Requirements & Development Options

I. Maintenance Plan Submittal Requirements:

- The Maintenance Plan must conform to and address all of the topics as per the OSFC Preventive Maintenance & Capital Planning Policy and Procedure Memorandum. (Ref. Section 1).
- The Maintenance Plan outline and format must align with and address all of the issues contained in the Maintenance Business Plan (MBP) outline. (Ref. Section 1)
- The Maintenance Plan must identify and include all of the various Building Assets as per the Asset collection sheet and corresponding Data Collection guidelines. (i.e.: FMR – Facilities Maintenance Report – Ref. Section 3)
- The Plan must be submitted in an electronic medium via one of the ‘3’ Options listed below

II. Maintenance Plan Development Options:

Option One: OSFC Web Based Plan submittal by a Maintenance Plan Advisor (MPA):

- The District may opt to interview & hire one of five pre-qualified Maintenance Plan Advisors (MPA). The MPA’s are required to collect and submit all of their Plans through the utilization of the OSFC Maintenance Web Tool. Thus, via the services of an MPA, the District should comply with all Four Submittal requirements listed above.

Option Two: OSFC Web Based Plan submitted by a School District:

- The District may opt to designate a Non Pre-qualified entity, as they deem appropriate, for the completion & submittal of a Plan through utilization of the OSFC Maintenance Web tool. Districts desiring access and use of the Maintenance Web tool via a non-MPA, should submit the District OSFC Maintenance Web Tool access authorization form. (Ref. Appendix D)
- Should such access be granted by a District, the District’s Agent will be afforded all of the same tools and reports as have been standardized within the OSFC Web tool. Thus, the Districts Agent would be empowered to submit the Plan via the Web tool.
- Note: While the Web tool does create many standard reports and data sets as per the MBP, the District’s consultant will still be required to address and answer All of the MBP items as per its’ outline with self generated prose / graphs / misc. (Ref. Section 1).

Option Three – Non OSFC Web Based Plan submittal by a School District:

- The District may opt to produce and submit a Plan without the resources available in Options One and Two.
- Produce a Plan that follows the MBP outline in format, content and structure
- Submit to OSFC Three electronic copies of their Plan. The CD ROM(s) must be labeled with the Districts name, County of record and Applicable Buildings.

PREVENTIVE MAINTENANCE AND CAPITAL PLANNING PROGRAM

Basic Terms / Definitions:

1. Maintenance Plan Advisor – MPA: An MPA is a Maintenance consultant that is being provided through an RFP process conducted by OSFC in the summer of 2001. This RFP process was in direct response to various OSFC co-funded Districts requesting assistance in the development and production of a Maintenance Plan.

A District may opt to interview and hire an MPA to assist them in the production of their Plan as per the District's specific Facility needs. The terms and conditions associated with the hiring of an MPA are spelled out in an OSFC MPA Basic Services Agreement that the MPA and the District implement. The MPA Agreement defines the base level of consulting services as required by an MPA for the completion and submittal of a Plan as per OSFC submittal guidelines.

Note: Districts are advised to work with their CM in the interview / hiring process involved in obtaining the services of a MPA.

2. Maintenance Web Tool: The Web tool is a device that enables both MPA's and other District designated submitting Agents to collect and surmise the various building systems and components (i.e.: Assets) that compose their OSFC co-funded facility. The Web tool is derived into two components:

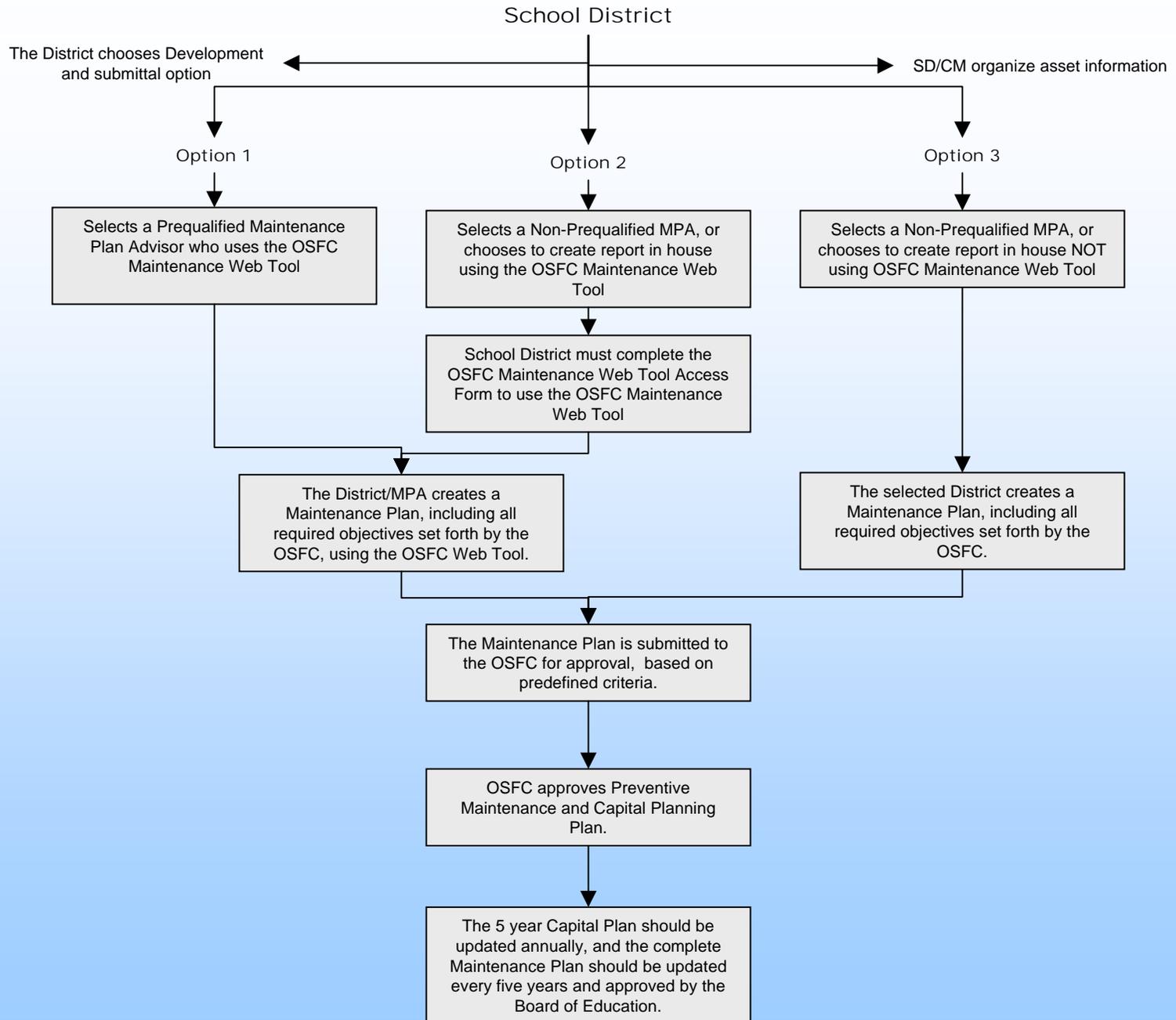
A. Facilities Maintenance Report (FMR): The FMR serves as a guide to illustrate actual day-in and day-out maintenance activities and detailed Asset (equipment) information relevant to the successful and operation of the District's newly completed facility. Included in the FMR are such items as:

- a. Building Asset inventory list
- b. FTE allocation tool
- c. Warranty information
- d. Material and Labor benchmarks
- e. Specific maintenance activity summaries
- f. Start-up equipment Inventory
- g. Consumables List
- h. Building 'Per square foot' Budget tools

B. MBP – Maintenance Business Plan: The MBP is the tool by which the district Assesses the FMR information and develops an Implementation Plan for addressing all of the Facilities Management issues that have been identified for their particular building.

- a. Work Order tracking systems
- b. Staffing approach
- c. In-house training
- d. Allocation of .5 mil fund

All of these issues are addressed and composed in a format that is applicable to both District management teams as well as facility workers.



Prequalified Maintenance Plan Advisors

May 2007 Selection

Four Seasons Environmental, Inc.

Reed Tarkington
60 A American Way
Monroe, OH 45050
513-539-2978
rtarkington@fseinc.net

GBBN Architects, Inc.

Brent Reiner
332 East 8th Street
Cincinnati, OH 45202
513-241-8700
breiner@gbbn.com

Lawhon and Associates, Inc.

Shawn Ansbro
975 Eastwind Drive, Suite 190
Westerville, OH 43081
614-818-5200
Sansbro@lawhon-Assoc.com

Resource International, Inc.

José R. Cueto, AIA
6350 Presidential Gateway
Columbus, OH 43231
614-823-4949
josec@resourceinternational.com

**Point Guard, a Services of Steed
Hammond Paul**

Ronald Hicks
82 Williams Avenue
Hamilton, OH 45015
513-863-5441
rhicks@shpinc.com

OSFC Maintenance Web Tool Access Authorization Form

Date: _____

Request for: Read Only Access ___ Full User Access ___ (Should be selected if SD is creating plan using OSFC Web tool).

School District Information

School District:	County:
------------------	---------

District Representative/Contact

(Who from the School District can be contacted in regards to the plan).

Name:	Title:
Address:	
Phone Number:	Fax Number:
Email Address:	

It is on the behalf of the _____ School District that the following Maintenance Plan Designee be granted password access to the OSFC Maintenance Web tool for Development and Submittal of a Maintenance Plan.

Signature of School District Authorization (Above Rep/Contact)

Date

Maintenance Plan Preparing Designee

Name:	Title:
Is the Designee a hired consultant? Yes ___ No ___ If yes, what other services has this consultant preformed for your School District?	
Organization:	
Address:	
Phone Number:	Fax Number:
Email Address:	

Ohio School Facilities Commission, 10 W. Broad St., Columbus, Ohio, 43215
Phone: 614-466-6290, Fax: 614-466-7749, tasheena.duresky@osfc.state.oh.us

Section 3



Ohio School Facilities Commission

Preventative Maintenance and Capital Planning Program

Facility Data and Information Collection Guidelines for School Districts / Construction Managers

Facility Information Collection Process

The School District shall be responsible for the collection and organization of all new or renovated school facility equipment information with the assistance and guidance of their CM*. The team (CM/School District/Architect/PA) shall organize the facility equipment information in a standardized and structured manner that facilitates and expedites the development of the Maintenance Plan by the Maintenance Plan Advisor and or District Designee.

The Facility Information Collection by the team shall follow the written methodology and organizational procedures. The methodology and organizational guidelines are outlined below:

The following is the required information to be collected, organized and **made available** to the Maintenance Plan Advisor by the team. This information is as per the scope and services of the Architect / CM team deliverables. Thus, this outline is for organizational purposes only relevant to the District & OSFC close-out documents. All information shall be collected and made available in compliance with these guidelines in a format as deemed appropriate by the District's Team.

Note: One option is to have all information placed in legal size manila folders and identified by tabs on file pockets and by labels on the manila folders.

Required Data collection items:

1. **A copy of the facilities drawings and specifications, preferably as-built documents if available.**
2. **A copy of the District's OSFC Master Plan sheet**
3. **Access to the Districts Original 'OSFC Assessment Report' (Renovated buildings only)**
4. **A copy of the construction documents (CD) cost estimate sheet(s) prepared by the construction manager for the facility.**
5. **A separate contact sheet with facilities locations, contact personnel including phone numbers and e-mail of superintendents, principals and maintenance personnel, etc.**
6. **A separate contact sheet listing all prime contractors and sub contractors names, addresses, phone, fax and e-mail.**
7. **A copy of all equipment submittals and submittal log.**
8. **A copy of *all* manufacturers equipment operation and maintenance manuals including kitchen, stage and any/all other state funded equipment.**
9. **A copy of all warranties including kitchen, stage and any/all other state funded equipment. (Construction Managers shall provide school districts with all equipment warranties and facilitate their completion and mailing). The Construction Manager shall log and retain a copy of the completed equipment warranties. The completed equipment warranties shall be placed in the individual equipment or system file.**

*If you no longer have a CM on site, then you should work with your OSFC Project Administrator to decide how the required information should be collected

10. Documentation of any system or equipment training activities given to the school facilities maintenance staff and administrators by vendors or technicians prior to or after the building was turned over to the school district. The Construction Manager shall log the type and date of any training activities and provide the MPA with any ancillary materials from the training sessions. Example: training tapes or written materials. The training log and materials shall be kept in a separate "Training" file.

The organization of the materials shall be compiled according to the **11 building categories** and **52 Building Systems**. All information associated with the system components and sub-components shall be placed in the individual system file. The 11 categories are:

1. Life/ Fire Safety
2. ADA/ Elevators/ Lifts
3. HVAC Systems
4. Building Envelope
5. Plumbing
6. Electrical
7. Misc. Equipment
8. Interiors
9. Site
10. Structure/ Support
11. Kitchen Equipment

Each of the **52** individual building system information collection files shall be organized in the following manner.

Example:

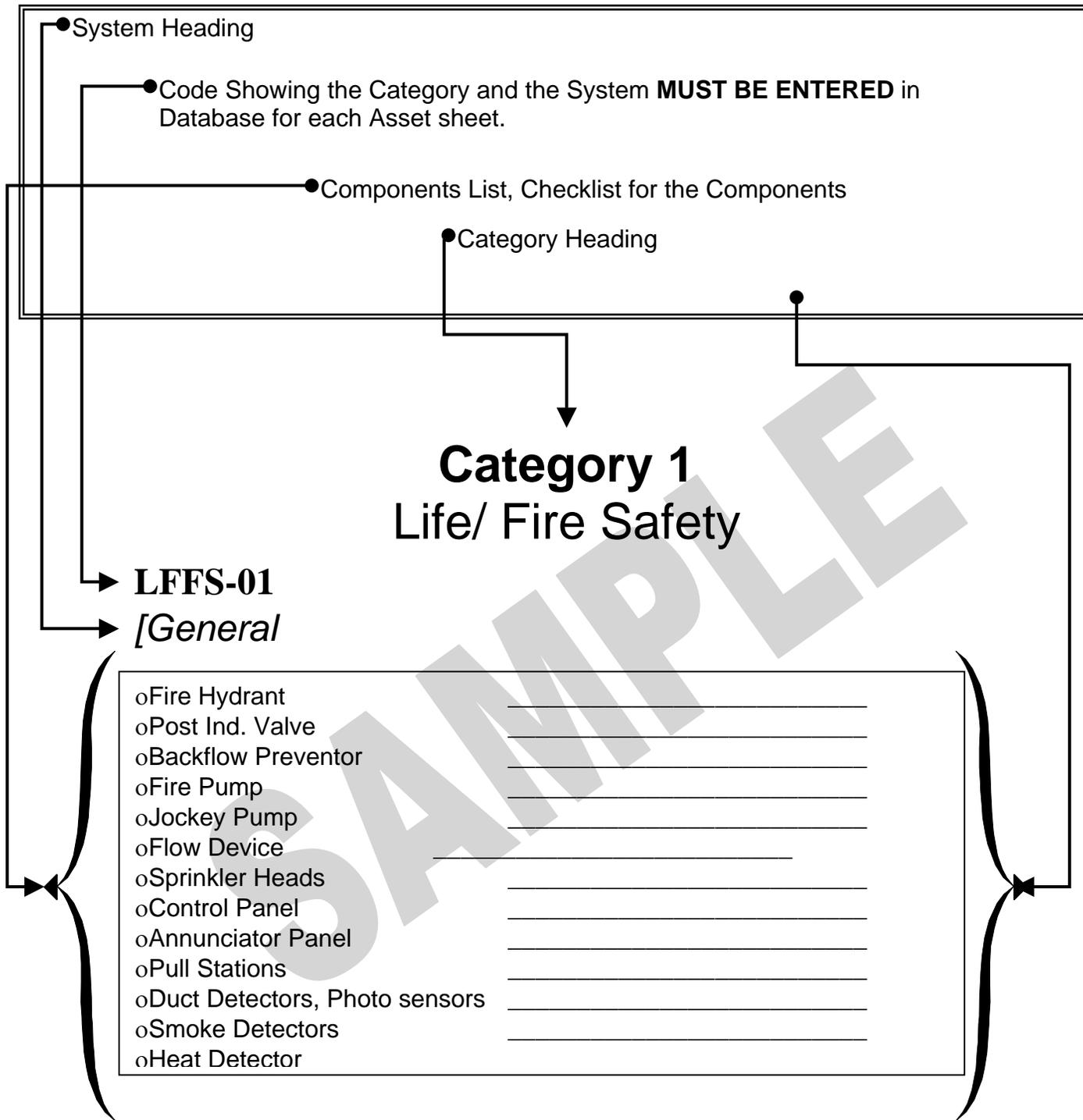
Category: Life/Fire Safety LFFS-01

Building System: Fire Protection System-General: inclusive of all system components (fire hydrant, post indicator valve, backflow preventer, fire pump, jockey pump, flow device, sprinkler heads, control panel, enunciator panel, pull stations, duct detectors, smoke detectors, heat detectors, water storage tank (tower), water storage tank (ground level).

The information for each component of a building system shall be organized in the following order:

1. Any system or component certification documentation.
2. Building system component cut sheets and/or submittal information.
3. Building system component operations and maintenance manuals.
4. Building system component completed warranty. This would be a copy. The construction manager shall facilitate the completion of the warranty forms by the school district and log and file a copy.
5. Documentation of building system training and information.

Example



Component Checklist

Category 1 Life/ Fire Safety

LFFS-01

1. General

- Regulated Inspection _____
- Fire Hydrant _____
- Post Indicator Valve _____
- Backflow Preventor _____
- Fire Pump _____
- Jockey Pump _____
- Flow Device _____
- Sprinkler Heads _____
- Control Panel _____
- Annunciator Panel _____
- Pull Stations _____
- Duct Detectors (photo sensor) _____
- Smoke Detectors _____
- Heat Detector _____
- Water Storage Tank (tower) _____
- Water Storage Tank (ground level) _____

LFFS-02

2. Kitchen and Lab

- Kitchen Hood _____
- Lab Hood _____

LFFS-03

3. Emergency Eyewash/ Shower

- Emergency Eyewash/ Shower _____

LFFS-04

4. Fire Extinguisher

- Fire Extinguisher _____

LFFS-05

5. Other Life/ Fire Safety

Category 2 ADA/ Elevators/ Lifts

ADAE-01

6. *Elevators*

- o Elevators

ADAE-02

7. *Power Door Openers*

- o Power Door Openers

ADAE-03

8. *Lifts/ Stage and Loading Dock*

- o Dumbwaiter Hydraulic
- o Dumbwaiter Electric
- o Wheelchair Lift
- o Hydraulic Lift
- o Stage Lift Electric
- o Loading Ramp (adjustable)

ADAE-04

9. *Other ADA/ Elevators/ Lifts*

Category 3 HVAC Systems

HVAC-01

10. Cooling Plant

- Chiller (screw, air cooled) _____
- Chiller (screw, water cooled) _____
- Chiller (reciprocating, air cooled) _____
- Chiller (centrifugal, water cooled) _____
- Chiller (scroll, air cooled) _____
- Condenser Fans _____
- Chilled Water Pump _____
- Cooling Tower _____

HVAC-02

11. Heating Plant

- Heating Boiler (natural gas /propane) _____
- Heating Boiler (electric) _____
- Heating Boiler (fuel oil) _____
- Hot Water Circulating Pumps _____
- Boiler Mounted Inline Pumps _____
- Fuel Oil Storage Tanks _____
- Propane Storage Tanks _____

HVAC-03

12. Air Distribution Systems

- Air Handling Units (AHU) _____
- Fire Dampers _____
- Smoke Dampers _____
- Make Up Air Units (MUA) (heating) _____
- Cabinet Unit Heater _____
- Hydronic Unit Heaters _____

HVAC-04

13. Exhaust Systems

- Exhaust Fan _____
- Dust Collection System (shop) _____

HVAC-05

14. Controls

- Central System Controls (i.e. DDC) _____
- Local System Controls _____

HVAC-06

15. Terminal Units

- VAV Boxes _____
- Series Fan Powered VAV Boxes _____

HVAC-07

16. Air Conditioning

- Unitary Heating/ AC _____
- Unitary AC _____

HVAC-08

17. Heat Pumps

- Heat Pump (split) _____
- Heat Pump (thru-wall) _____

HVAC-09

18. Other HVAC Systems

- Computer Room AC _____
- Packaged Unit AC _____
- Air Compressor _____

Category 4 Building Envelope

BENV-01

19. Exterior Doors/ Hardware

- o Exterior Doors/ Hardware _____
- o Overhead Doors _____

BENV-02

20. Roof Surface

- o Built-Up Roofing _____
- o Membrane (thermoplastic) _____
- o Membrane (thermosetting) _____
- o Metal Roofing _____
- o Asphalt Shingle Roof _____
- o Gutters and Downspouts _____

BENV-03

21. Exterior Walls

- o Clay Brick/ Split-Faced Block/ CMU _____
- o Exterior Insulation Finish System (EIFS) _____

BENV-04

22. Windows (aluminum framed)

- o Fixed /Operable _____
- o Storefront _____

BENV-05

23. Other Building Envelope

Category 5 Plumbing

PLUM-01

24. Fixtures

- Water Fountain _____
- Lavatories and Faucets _____
- Urinals and Flush Valves _____
- Water Closet _____
- Shower and Modules _____
- Service/ Utility Sink _____
- Hose Bib/ Wall and Lawn Faucet _____
- P-Traps and Strainers _____
- Triple Duty Valves _____

PLUM-02

25. Domestic Water (hot & cold)

- Domestic Hot Water Heater (electric) _____
- Domestic Hot Water Heater (natural gas /propane) _____
- Water Softening System _____
- Circulating Pump _____
- Expansion Tank _____
- Backflow Preventer _____
- Water Meter _____
- Valve Motor Operated _____
- Valve Pressure Relief _____
- Valve Pressure Regulating _____
- Butterfly Valve _____
- Gate Valve _____
- Check Valve _____

PLUM-03

26. Domestic Water (treatment)

- Regulated Testing _____

PLUM-04

27. Waste Water System

- Sewage Ejection Pump _____
- Submersible Pump _____
- Grease Trap _____
- Acid holding Tank (labs) _____

PLUM-05

28. Packaged Sewage Treatment Plant (on site)

- Regulated Testing _____
- Comminutor _____
- Aerator Blower _____
- Clarifier _____
- Sewage Mixer _____
- Trickling Filter _____
- Grit Drive _____

PLUM-06

29. Fuel Supply and Delivery Systems

PLUM-07

Category 7
Misc. Equipment

SFEQ-01

35. Playground Equipment and Surfaces

- o Inspection and Adjustment
-

SFEQ-02

36. Shop Equipment

SFEQ-03

37. Lab Equipment

SFEQ-04

38. Other Misc. Equipment

- o Basketball Backboard Winch
-

Category 8 Interiors

INTR-01

39. Interior Finishes

- o Interior Wall/ Ceiling (painted drywall) _____
- o Interior Wall (painted block) _____
- o Interior Vinyl Wall Covering _____
- o Interior Concrete Floor (painted) _____

INTR-02

40. Ceiling Finishes

- o Acoustical Ceiling Tile _____

INTR-03

41. Floor Coverings

- o Carpet _____
- o Wood Flooring (gymnasium) _____
- o Vinyl Composite Tile (VCT) _____
- o Tile (ceramic) _____
- o Tile (quarry) _____

INTR-04

42. Interior Doors/ Hardware

- o Interior Doors/ Hardware _____
- o Interior Door Frame _____
- o Stairwell Doors _____

INTR-05

43. Moveable Partitions

- o Folding Room Separators _____

INTR-06

44. Other Interiors

Category 9 Site

SITE-01

45. Parking Lots/ Drives

- o Asphalt
- o Concrete Walkways

SITE-02

46. Storm Sewer System

- o Catch Basin
- o Storm Water Retention Pond

SITE-03

47. Exterior Athletic Surfaces

SITE-04

48. Landscaping Equipment

- o Tractor

SITE-05

49. Exterior Signage

- o Traffic Signs

SITE-06

50. Other Site

- o Chain Link Fence
- o Site Furnishings

Category 10 Structure/ Support

STRC-01

51. Structure/ Support Inspections

- o Foundations, Beams, Columns, Floor and Roof Support/ Decking, Breezeways / Elevated Walkways
-

Category 11 Kitchen Equipment

SFKE-01

52. Kitchen Equipment

- o Deep Fat Fryer _____
- o Conveyor Toaster _____
- o Range _____
- o Steam Kettle _____
- o Food Slicer/ Saw _____
- o Grill _____
- o Braising Pan _____
- o Vegetable Steamer _____
- o Cooker _____
- o Broiler _____
- o Chopper _____
- o Mixer (electric, floor) _____
- o Mixer (electric, countertop) _____
- o Oven Convection (gas/ electric) _____
- o Oven Rotary (gas) _____
- o Oven Rotary (electric) _____
- o Ice Machine _____
- o Dishwasher (electric) _____
- o Dishwasher (steam) _____
- o Garbage Disposal _____
- o Walk-in and Freezer _____
- o Refrigerator _____
- o Beverage Dispensing Units _____
- o Hot Wells _____
- o Cold Food Holding Cabinet _____
- o Ice Cream Cabinet _____
- o Heating Cabinets _____
- o Kitchen Hood & Blower _____
- o Food Processor _____

Section 4

OSFC SMPA Maintenance Plan Approval Checklist

IRN: _____	School District: _____	Building/Report Name: Addition and Renovation _____
Maintenance Plan Advisor: _____		Submission Date: _____

Checklist	Comments/Questions	OK	Not OK
1. Overall completeness of FMR & MBP submissions and compliance with SMPA outlines;			

I. MBP Outline – Who are we speaking to and what do they want to hear/learn?	<i>[OSFC & SMPA, Superintendents, School Board Members, External Interested Parties, Non-maintenance Professionals];</i>		
1 Executive Summary;			
1.1 Summarized Level 1 Information			
1.2 Brief Introduction of Scope and Purpose			
1.3 Project Annual Financial Budget Summary			
1.4 .5 mil. Prioritization			
2 Introduction;			
2.1 Description Legislative Requirement			
2.2 Purpose of MBP			
2.3 Role of MPA, SMPA, and OSFC			
3.0 School District Maintenance Financial Analysis			
3.1 Presentation and Explanation of Complete Financial Budget Requirements and associated GAP			
3.2 Prioritization of .5 mil. Funds			
3.3 Documented Recommendation for Funding Increases			
4 School District Maintenance Operational Delivery Structure			
4.1 Review of Current Maintenance delivery structure			
4.2 Application of Industry Best Practices to SD			
4.2.1 Zero-Based Budgeting			
4.2.2 Right Sourcing			
4.2.3 Total Cost of Ownership			
4.2.4 Maintenance Performance Metrics			
4.2.5 Professional Development/Training			
5 Approach to Maintenance Work Management			
5.1 Implementation Plan: Tracking, Documenting, Management of Tasks, Program Overseer			
6 Supporting Documentation			
6.1 Brief Articles, Copy, Reference or internal MPA material helpful to the Superintendents			

OSFC SMPA Maintenance Plan Approval Checklist

6.2	Environmental Health and Safety			
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II. FMR Outline –FMR reflects the audience and what they want to hear/learn.		Who are we speaking to and what do they want to hear/learn? [OSFC SMPA, New and existing local maintenance managers and staff, Maintenance contractors, Principals.]	N/a	N/a
1	Level 1 information ;			
2	Introduction of FMR;			
2.1	MPA approach			
3	Annual cost summary matrix based on School District building(s)' total gross square feet or ZBB;			
3.1	Maintenance definitions			
3.1.1	Preventive Maintenance			
3.1.2	Unplanned Maintenance			
3.1.3	Planned Maintenance			
3.1.4	Capital renewal			
4	Equipment inventory ;			
4.1.1	Level 3 Identifies 60 facility systems & costs			
4.1.2	Level 4 Identifies building system components & maintenance and capital costs			
4.1.3	Level 5 Identifies system component maintenance & replacement activities			
4.2	Detailed references to warrantees, manufacturers, etc.			
4.3	Set-up materials and tools report			
4.4	Report of consumable maintenance materials			
5	Basic Maintenance Operational Standards;			
5.1	Interpretation / Application of Activity List			
5.2	Definition of Basic Maintenance Performance Goals and Implementation Milestones			
5.3	Operational Priorities			
5.4	Reference Material .			

III. MPA Supplied Supporting Documentation			
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Action	By	Email Address	Date
Not Approved – Returned for clarification			

OSFC SMPA Maintenance Plan Approval Checklist

Approved			

MPA PROJECT OUTLINE

		PLAN DEVELOPMENT ACTIVITIES	ADMINISTRATIVE ACTIVITIES
		RESEARCH AND INFORMATION GATHERING PHASE	
	2) Site Survey		2) Request for Acknowledgement
	3) Meeting with School District Team a. Set Expectations b. Define Deliverables c. Deliver Process Outline d. Deliver Maintenance Plan Outline		3) School District Acknowledgement to OSFC
	4) Interviews: a. Project Construction Manager b. Superintendent c. CFO d. Principal e. Maintenance Director f. Maintenance Personnel g. Teacher Representative		
	5) Refine Maintenance Plan Outline with Additional Detail		
	6) Document Collection		
	7) Financial Data Collection		
	8) Upload Data to Web Tool		
IMPLEMENTATION PHASE	Document Review	9) First Draft of FMR	4) School District Letter of Acceptance of Plan
		10) First Draft of MBP	
		11) First MPA Internal Review/ Edit Process	
		12) First Draft Review Meeting with School District (see interview list)	
		13) Second Draft of FMR	
		14) Second Draft of MBP	
		15) Second MPA Internal Review/ Edit Process	
		16) MPA Verification of Data and Expectations with School District	
		17) Third Draft of FMR	
		18) Third Draft of MBP	
		19) Third MPA Internal Review/ Edit Process	
		20) Submit to OSFC for Approval Process	
APPROVAL & PRESENTATION PHASE		21) Implement Support Services Agreements a. Training Facilitation b. Subcontractor Outsourcing Support c. Additional Services	5) SMPA Review and Recommendation
		22) Meeting to Deliver/Review Maintenance Plan to School District (see interviews)	6) OSFC Voting Members Approval of Plan
		23) Formal Delivery of Maintenance Plan to School Board	7) Formal Notification of Approval of Plan to School District
		24) School Districts Formal Acceptance of Maintenance Plan	8) School District School District Passes Resolution Approving Plan
		25) Return Review of Maintenance Plan <i>(after one full fiscal cycle or the Eleven Month Walk-Thru)</i>	9) School District can Spend Money from Fund
		10) Notice to OSFC that the walk-thru is completed	

The MPA Process Outline is to identify the School District team members to be part of the Maintenance Plan development. It is to be used to set the expectation of participation and a level of involvement. The number of meetings and draft revisions is dependent on the project and the individual team participants.

Section 5

**MEMORANDUM OF AGREEMENT
OHIO SCHOOL FACILITIES COMMISSION**

Maintenance Plan Advisor Services

This Memorandum of Agreement for Maintenance Plan Advisor Services (Agreement), is by and between the Ohio School Facilities Commission (Commission), 10 West Broad Street, Suite 1400, Columbus, Ohio 43215, and (“Consultant”).

WHEREAS, the mission of the Commission is to provide funding, management oversight, and technical assistance to Ohio school districts for construction and renovation of school facilities in order to provide an appropriate learning environment for Ohio’s school children; and

WHEREAS, the Commission desires to implement and monitor a program to support the planning process required for the long-term preventative maintenance and capital planning of newly completed school facilities; and

WHEREAS, the Consultant is pre-qualified by the Commission as an individual or firm with experience in developing and/or implementing effective maintenance programs for institutional facilities; and

WHEREAS, the advisory services to be provided by the Consultant pursuant to this Agreement are unique and professional in nature; now

THEREFORE, in consideration of the foregoing premises and mutual promises herein contained, the Commission and the Consultant agree as follows:

ARTICLE I — SCOPE OF SERVICES

- 1.1 The Consultant shall provide maintenance plan advisory services for the purpose of assisting a School District in creating a Facility Maintenance Report and Maintenance Plan according to guidelines more fully described in the Commission’s Maintenance Plan Guidelines, attached as Appendix I to this Agreement.
- 1.2 The Consultant’s Basic Services shall include, without limitation, the following scope of work: Review and entry of required data in the Facility Maintenance Report, operations and maintenance budget analysis, and the preparation of a Maintenance Plan with recommendations for the allocation of the Maintenance Fund. Energy consumption and conservation, indoor air quality and custodial and light maintenance services shall be given consideration in the development of the Maintenance Plan.

- 1.3 The Consultant shall perform services in accordance with professional standards of skill, care and reasonable diligence in accordance with generally accepted maintenance planning practices and the terms of this Agreement.
- 1.4 The Consultant may provide maintenance plan advisory services through one or more Subconsultants employed by the Consultant. All Subconsultants shall be approved by the Commission before providing services. The Commission retains the discretion to reject the services of a Subconsultant to provide advisory services. The Commission, in consultation with a School District, retains the discretion to reject a Subconsultant for a specific project.

ARTICLE II – COMPENSATION

2.1 Selection by a School District. The Consultant is pre-qualified by the Commission to provide Maintenance Plan Advisor services and School Districts may randomly request the Consultant to provide Basic Services and Recommended Special Services. The School District will engage the services of the Consultant according to terms specified in this Agreement and any supplemental terms agreed to between the Consultant and the School District.

2.2 Basic Fee. Basic Services, as described in the Maintenance Plan Guidelines Appendix I, will be compensated at the rate not to exceed **10 cents per square foot** (hereafter referred to as “Basic Fee”), which shall include all the Consultant’s fees and expenses for services. The Consultant will identify the Basic Fee to be paid for services associated with each separate facility that will require Maintenance Plan Advisor services. The cost of Basic Services provided to a School District by a pre-qualified Maintenance Plan Advisor is an eligible expense of the project budget.

2.3 Basic Fee Allocation. The Consultant shall be compensated an established percentage of the Basic Fee in accordance with the percentages listed below at the completion of each phase of the work for each facility.

Data Entry in the Facility Maintenance Report	55%
Submission of Maintenance Plan to the School District	30%
Submission of Maintenance Plan by the School District to the Commission	
5%	
Maintenance Plan Approval by the Commission	10%

2.4 Recommended Special Services. The Consultant may provide a fee proposal to the School District for the performance of Recommended Special Services that may assist the School District in the training and implementation of a maintenance program for the completed facilities, including without limitation, the assessment of maintenance requirements for non-Design Manual spaces and equipment, work order systems, asset management, implemented scheduling and tracking procedures, ongoing monitoring, and staff evaluation and training. A proposal for Recommended Special Services is not required to be segregated by cost for each facility, but may be to provide services to the School District for overall maintenance program needs. The cost of Recommended Special Services provided by Maintenance Plan

Advisor is an eligible expense of the Maintenance Fund only if approved by the Commission as part of the Maintenance Plan.

ARTICLE III - CONFLICTS OF INTEREST, INDEMNIFICATION AND LIMITATION OF LIABILITY

- 3.1 Conflicts of Interest. Unless waived or otherwise modified in writing by the Commission, the Consultant and any of the Consultant's Subconsultants, having provided Basic Services for a School District, shall abstain from participating, either directly or indirectly, in any service contract, executed by the applicable School District, for the cyclical upkeep and repair of any building systems or components.
- 3.2 Indemnification. The Consultant shall defend, indemnify and hold harmless the Commission and a School District from and against any and all claims, demands, suits, damages, costs, expenses and fees which are or may be asserted against the Commission or a School District to the extent caused by the negligent acts or negligent omissions of the Consultant in performing services under this Agreement.
- 3.3 Limitation of Liability. The Consultant shall not be responsible for and shall not have control or charge of the means, methods, techniques, procedures or scheduling used by a School District in the execution of the Maintenance Plan for a completed facility. By providing services pursuant to this Agreement, the Consultant in no way assumes or abrogates the responsibilities or obligations of any contractors, or other parties providing maintenance services to perform such services for the School District in accordance with their respective contract documents, nor shall Consultant be responsible for the acts or omissions of such other parties.

ARTICLE IV — MISCELLANEOUS

- 4.1 Ohio Services. Unless otherwise authorized by the Commission, the Consultant's services shall be performed within the State of Ohio.
- 4.2 Limitation of Authority. The Consultant shall not have any authority to bind the Commission or School District for the payment of any costs or expenses without the express written approval of the Commission or the School District, as applicable.
- 4.3 Ethics. The Consultant represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements. In accordance with Executive Order 2007-01S, the Consultant, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. The Consultant understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this Agreement and may result in the loss of other Agreements with the State of Ohio.

- 4.4 Non-Discrimination. The Consultant represents that the Consultant is in compliance with all applicable equal employment opportunity requirements under law as required by Section 153.59 of the Ohio Revised Code and any other applicable state or federal laws.
- 4.5 Law of Ohio. This Agreement shall be governed by the law of the State of Ohio to the exclusion of any other jurisdiction.
- 4.6 Amendments. This Agreement may be amended only by an amendment prepared by the Commission and signed by both the Consultant and the Commission. No provision of any Amendment shall be applicable to a School District unless the terms and conditions of any Amendment are acknowledged by the School District.
- 4.7 Termination. This Agreement may be terminated by either party, without cause, upon fifteen (15) days written notice to the other party. In the event of termination by a School District of the Consultant's services, the Consultant shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to receipt of notice of termination.
- 4.8 Unresolved Finding for Recovery. The Consultant represents that the Consultant is not subject to a finding for recovery under Section 9.24, Ohio Revised Code, or that Consultant has taken the appropriate remedial steps required under Section 9.24, Ohio Revised Code, or otherwise qualifies under this section.
- 4.9 Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization. For all contracts in excess of \$100,000, the Consultant is required to certify that the Consultant does not provide material assistance to any organization that is on the United States Department of State Terrorist Exclusion List. The Declaration Regarding Material Assistance/Nonassistant to a Terrorist Organization form to be executed by the Consultant is attached to the signature page and labeled Exhibit 1.
- 4.10 Ohio's Encouraging Diversity, Growth and Equity (EDGE) Program. Upon execution of the Agreement, the Consultant shall notify the Commission in writing of the name, address and federal tax I.D. number of the EDGE Business Enterprises the Consultant has identified to comply with the EDGE Business Enterprise participation goal of 5 percent.
- 4.11 Quarterly Reporting. The Consultant shall report amounts received for Neutral Facilitation Services under this Agreement and amounts paid to the EDGE Business Enterprises each January 1, March 1, July 1 and October 1 during the Agreement period.

ARTICLE V - TIME OF PERFORMANCE

- 5.1 This Agreement shall remain in effect until June 30, 2009.
- 5.2 If the Consultant is continuing to provide services to School Districts at the time of the expiration date, the parties may extend this Agreement by executing an "Intent to Extend" letter.

ARTICLE VI – INTELLECTUAL PROPERTY

- 6.1 The Consultant acknowledges that the methodology and materials used by the Commission in the Maintenance Program and Maintenance Web Tool (collectively, the “Works”) is intellectual property owned by a third party.
- 6.2 The Consultant shall be authorized to copy, reproduce or distribute the Works exclusively for Ohio School Facilities projects and for no other purpose whatsoever.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written below.

FOUR SEASONS ENVIRONMENTAL, INC.

By: _____

Print Name: _____

Date: _____, _____

OHIO SCHOOL FACILITIES COMMISSION

By: _____

Michael C. Shoemaker
Executive Director

Date: _____



EXHIBIT 1---- Ohio Department of Public Safety
Division of Homeland Security
<http://www.homelandsecurity.ohio.gov>

GOVERNMENT BUSINESS AND FUNDING CONTRACTS
In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			
BUSINESS ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE NUMBER			

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No

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GOVERNMENT BUSINESS AND FUNDING CONTRACTS - CONTINUED

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? <input type="checkbox"/> Yes <input type="checkbox"/> No

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

 X
Signature

Date

Maintenance Plan Guidelines

SCOPE OF WORK (Basic Services)

Basic to be provided by the MPA services shall included but not be limited to the following:

- Facility and district data collection and analysis
 - Necessary OSFC project documents and information including warrantee documents
 - All applicable as-built condition documents and information
 - School district facility operations and maintenance policies and procedures
 - Any necessary or relevant school district facility financial records and information
- Analysis of past and existing facility operations policy and procedures, of past and current budgets, of past and current facility staffing
- Review of current facility service agreements and contracts
- Utilize and incorporate the OSFC's Custodial Maintenance Plan
- Enrollment of school district into Energy Star's Portfolio Manager
- Initial delivery and introduction of the USEPA's Tools for Schools Kit
- Delivery of an approvable school facility operations and maintenance plan
- A school district wide facilities operations and maintenance plan roll-up to encompass all OSFC Master Plan facilities.
- MPA participation in the facility one year warrantee period walk through of the site.

SCOPE OF WORK (Recommended Special Services)

Additional services that promote and enhance school district objectives and industry standards of excellence as requested by the school district:

- Computer Maintenance Management System (CMMS) or Information Maintenance Management System (IMMS) installation or upgrade
- CMMS or IMMS data entry
- Service Contract Development support
- Incorporate and support LEED EB (LEED for Existing Buildings)
- Detailed energy audit and support services
- Enhanced support for school district implementation of Tools for Schools and other indoor air quality efforts
- Maintenance staff assessments and training
- Other services appropriate to enhanced facility operations and maintenance

MEETINGS GUIDELINE

The MPA is expected to hold meetings with the members of the school district and construction projects team members sufficient to achieve a productive understanding of the construction project, the project facilities and the school district. The number and duration of these meetings will be to the degree necessary to provide a sufficient and functioning maintenance plan.

- Project Executive Core Team Meetings
- OSFC Project Administrator
- Project Construction Manager
- School District Superintendent
- School District Business Manager
- School District Treasurer
- Maintenance Director
- Custodial Director
- Maintenance Staff
- Custodial Staff
- Others as need required (i.e., service providers, contractors, etc.)
- OSFC Maintenance Plan Advisor
- OSFC Senior Maintenance Plan Advisor
- Project Commissioning Authority
- Others as necessary

Additionally, the MPA is required to attend the Annual Maintenance Plan Advisors full day meeting hosted by the OSFC Maintenance Plan Advisor

Core Legislation, Initiatives and Programs

The MPA will have a working understanding and be able to incorporate the following into the development and delivery of a school district maintenance plan.

- US-EPA's Energy Star Program
- US-EPA's Tools for Schools Program
- Ohio HB203 (Jerrod's Law)
- Ohio HB 66 (Maintenance Fund Equalization)
- ORC 3318 (OSFC)
- Ohio HB251
- Governors' Executive Order 07-02 (Energy)
- Other Ohio's Energy Conservation and Facilities Operations Initiatives

REPORTING GUIDLINES

The MPA will submit to the OSFC the following items as a requirement for the approval of a school district maintenance plan:

- School District acknowledgement of Agreement to provide services
- List of Basic and Recommended Special Services to be provided to the school district
- FMR and MBP for review and approval via the OSFC Maintenance Plan Webtool
- Hard copy of the maintenance plan or portions of the maintenance plan by request of the OSFC Maintenance Administrator
- School district acknowledgement of final maintenance plan to be submitted to the OSFC for approval
- School District Business Managers acknowledgement of MPA's financial report within the maintenance plan to be submitted to the OSFC for approval

**ACKNOWLEDGEMENT
OF MEMORANDUM OF AGREEMENT
OHIO SCHOOL FACILITIES COMMISSION**

Maintenance Advisor Services

THIS ACKNOWLEDGEMENT by the Superintendent and Treasurer of the «Company», «Business_Address_Street», «Business_Address_City», «Business_Address_State», «Business_Address_Postal_Code» (School District) is made of the Memorandum of Agreement for Maintenance Advisor Services.

The School District acknowledges the terms and conditions of the Memorandum of Agreement for Maintenance Advisor Services (Agreement) between the Commission and the Consultant, attached hereto and incorporated by reference.

The School District acknowledges the obligation to compensate the Consultant a lump sum fee for Basic Services required for the Facility Maintenance Report and Maintenance Plan according to the terms provided in the Agreement. The School District may engage the Consultant to perform Additional Services in the discretion of the School District.

The cost of Basic Services provided to a School District by a pre-qualified Maintenance Plan Advisor is an eligible expense of the project budget. The cost of Additional Services provided by Maintenance Plan Advisor is an eligible expense of the Maintenance Fund only if approved by the Commission as part of the Maintenance Plan.

The School District may terminate this Acknowledgement for any reason upon notice to the Commission. In the event of termination by a School District of the Consultant's services, the Consultant shall be entitled to compensation, upon submission of a proper invoice, for the work performed prior to receipt of notice of termination.

Superintendent

Date

Treasurer

Date