

Dear ASBO Member,

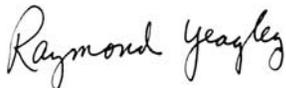
As you well know, maintaining school facilities requires more than just efficient resource management. It is also about providing a clean and safe environment for children and creating a physical setting that is appropriate and adequate for learning. No one suggests that meeting these objectives is easy, but they can be accomplished through deliberate, well-informed, and sensible school facilities maintenance planning.

To contribute to this issue of growing national interest, the National Forum on Education Statistics and the Association of School Business Officials International (ASBO®), with the support of the National Center for Education Statistics (NCES) of the U.S. Department of Education, have collaborated to develop the enclosed *Planning Guide for Maintaining School Facilities*.

The *Planning Guide* has been developed to help readers better understand why and how to develop, implement, and evaluate a facilities maintenance plan. We believe that the publication is unique in its development and utility because it focuses on the specific needs of an education audience; presents "best practices" to be followed rather than a canned set of "one size fits all" solutions; and incorporates both long-term strategies and day-to-day procedures for instituting effective maintenance programs. The document is designed for use by staff at the local school district level, where most facility maintenance is planned, managed, and implemented. This audience includes superintendents, principals, school board members, school business officials, and maintenance and custodial staff.

We share this copy with you because you are a member of the Association of School Business Officials International... and because we believe that investing in the proper maintenance of school facilities is both a sound business and wise pedagogical decision. We fully expect that the *Planning Guide for Maintaining School Facilities* will help you and your organization develop or improve your plans for maintaining school facilities in the 21st Century. You are welcome to modify, customize, and reproduce any part of this document to help meet the planning needs of your school district. Also, please feel free share it with colleagues within your district and state. FREE electronic copies of this document (and other free resources) are available at <http://nces.ed.gov/forum/publications.asp>.

Sincerely,



Raymond Yeagley, Ed.D
2002-2003 Chair
National Forum on Education Statistics
and Superintendent, Rochester Schools (NH)
<http://nces.ed.gov/forum>



Anne W. Miller, Ph.D.
Executive Director
Association of School Business Officials
International (ASBO®)
<http://www.asbointl.org>