

Plan more and pay less  
with this FREE new guide.

PLANNING GUIDE  
for MAINTAINING  
SCHOOL FACILITIES

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Improving school facilities  
doesn't always take money.  
It takes this . . . .

U.S. DEPARTMENT OF EDUCATION  
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# Put a Shine on Your School—Affordably

## With the *Planning Guide for Maintaining School Facilities*

**A**cross America, schools old and new are facing facilities maintenance issues that are hard to address with limited budgets. Inefficient energy systems may have led to high utility bills, a poorly selected contractor may have led to a never completed installation, a few dollars saved on deferring a preventive service call may have led to an entire system having to be replaced. How can school planners offer a safe and comfortable environment for learning when constrained by shrinking budgets?

Just in time comes the *Planning Guide for Maintaining School Facilities*, a new resource developed by the National Forum on Education Statistics and the Association of School Business Officials

International. Filled with practical guidelines and recommendations, best practices, real-life vignettes, checklists, and dozens of useful tools, this guide can help you plan, prioritize, maximize, and maintain your facilities without breaking a sweat—or the bank.



### PARTIAL LISTING OF CONTENTS

#### INTRODUCTION TO SCHOOL FACILITIES MAINTENANCE PLANNING

- ★ Why Does Facilities Maintenance Matter?

#### PLANNING FOR SCHOOL FACILITIES MAINTENANCE

- ★ Effective Management Starts with Planning
- ★ Creating a Unified Organizational Vision
- ★ Links to Budgeting and Planning
- ★ Data for Informed Decision-Making

#### FACILITY AUDITS: KNOWING WHAT YOU HAVE

- ★ How To Conduct Facility Audits
- ★ Who Collects the Data?
- ★ What Data Need To Be Collected?
- ★ When Should Data Be Collected?
- ★ Data Management and Use

#### PROVIDING A SAFE ENVIRONMENT FOR LEARNING

- ★ Ensuring Environmental Safety
- ★ Environmentally Friendly Schools
- ★ Securing School Facilities

#### MAINTAINING SCHOOL FACILITIES AND GROUNDS

- ★ Preventive Maintenance
- ★ Maintenance and Operations Issues
- ★ Custodial Activities
- ★ Grounds Management
- ★ Departmental Organization and Management
- ★ Maintenance and Operations Manuals
- ★ Managing Facilities Partners
- ★ Work Order Systems
- ★ Building Use Scheduling Systems
- ★ Managing Supplies
- ★ The Role of Maintenance During Renovation and Construction

#### EFFECTIVELY MANAGING STAFF AND CONTRACTORS

- ★ Job Descriptions
- ★ Selecting the Right People
- ★ Training Staff
- ★ Evaluating Staff
- ★ Maintaining Staff
- ★ Managing Contracted Staff and Privatized Activities

#### EVALUATING FACILITIES MAINTENANCE EFFORTS

- ★ Evaluating Your Maintenance Program
- ★ Examples of Good Evaluation Questions

## Put Our Maintenance Eagle To Work for You



- ✓ Ensure your school is safe for learning
- ✓ Clean up with a wide range of cost-effective ideas
- ✓ Learn the ins and outs of preventive maintenance
- ✓ Get your hands on sample forms, checklists, work orders, and more.

## and Make a Clean Sweep of Your Facilities Maintenance Plan

### ORDER FORM

- Send me a free copy of the *Planning Guide for Maintaining School Facilities* [NCES 2003-347].

Please print clearly.

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School

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## Get a Free Planning Guide and Put New Luster on Your School

Download your copy of the *Planning Guide for Maintaining School Facilities* (NCES 2003-347) from the web at [nces.ed.gov/pubsearch](http://nces.ed.gov/pubsearch).

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