

Proposed Rulemaking

Rules Concerning Building Maintenance Schedules for Arkansas School Districts participating in the State Property Insurance Program

Promulgated by: Office of Property Risk, Department of Shared Administrative Services

Title 6. Education

Chapter XXXIV. Office of Property Risk, Department of Shared Administrative Services

Subchapter A. Generally

Part 640. Building Maintenance Schedules for Arkansas School Districts participating in the State Property Insurance Program

Subpart 1. Generally

6 CAR § 21-101.

Definitions

For the purposes of this rule, all definitions shall be given their meaning as found in the Arkansas Public School Academic Facilities Program Act (Ark. Code Ann. § 6-21-801 to § 6-21-817) and the Public School Facilities, Maintenance, Repair and Renovation Manual, as currently amended.

6 CAR § 21-102.

Applicability and Scope

This rule applies to all Arkansas school districts as defined by Ark. Code Ann. § 6-21-803(15).

6 CAR § 21-103.

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Requirements for Custodial, Maintenance, Repair, and Renovation

Activities

(a) Each school district shall utilize the Public School Facilities, Maintenance, Repair and Renovation Manual to adopt a Custodial Care Plan and develop a schedule of custodial activities for each public school facility. At a minimum, the custodial activity schedule shall include the following:

- (1) Schedule for Routine Care, Renovation, and Cleaning;
- (2) Evidence of adherence to maintain adequate staff or contract services to perform the Custodial Care Plan;
- (3) Proof of training for staff members or contract services to perform the Custodial Care Plan;
- (4) Appropriate work schedules to address:
 - a. routine cleaning and care;
 - b. renovation cleaning; and
 - c. custodial equipment cleaning.

(b) Each school district shall develop and adhere to a Preventive Maintenance Program in compliance with the Public School Facilities, Maintenance, Repair and Renovation Manual. Each school district shall maintain appropriate documentation to describe preventive maintenance work for each public school facility and the documentation shall distinguish between preventive maintenance associated with academic facilities and preventive maintenance work associated with nonacademic facilities.

- (1) Each school district shall participate in the state-level computerized maintenance management system (OperationsHERO) to track work orders and preventive maintenance work and shall execute the Statement of Assurance (Section #1) to evidence compliance.
- (2) Each school district shall have a school safety expert review and advise on architectural plans for a public school facility before new

construction of the public school facility and shall execute the Statement of Assurance (Section #2) to evidence compliance prior to new construction projects.

- (3) Each school district shall execute and adhere to the Statement of Assurance developed by the Arkansas Division of Public School Academic Facilities and Transportation.

6 CAR § 21-104.

Replacement Schedules

Each school district shall provide a self assessment to rate major building systems for each building system. In conjunction with the Arkansas Division of Public Schools and Academic Facilities and Transportation, the self assessment shall be used to develop a projected replacement schedule for major building systems in each public school facility.

6 CAR § 21-105.

Insurance Coverage Requirements

Each school district shall purchase insurance in the amounts and types necessary to participate in the Arkansas State Captive Insurance Program with respect to insurance coverage of the buildings, structures, facilities, and business personal property owned by the school district in order to be eligible for financial participation under the Academic Facilities Partnership Program (Ark. Code Ann. § 6-20-2507), the Academic Facilities Catastrophic Program (Ark. Code Ann. § 6-20-2508), and the Programs' promulgated rules.

6 CAR § 21-106.

Depreciation Schedule

Each school district shall develop and maintain a depreciation schedule for roofs, heating, ventilation and air conditioning systems.

6 CAR § 21-107.

Statement of Value

(a) Each school district shall maintain a current Statement of Value for each property, which shall include at least the following information:

- (1) Description of each building and any other structures;
- (2) Address;
- (3) Year built;
- (4) Number of square feet;
- (5) Estimated value of building per square foot;
- (6) Estimated value of building contents, including machinery or equipment; and
- (7) Total insured value.

(b) Each school district shall provide its current Statement of Value for each property within thirty (30) days of the effective date of this rule.