

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Strategy	Description
Preventive Maintenance	Maintenance is scheduled based upon historical data and manufacture recommendations. This is typically a set time frame such as annual, semi-annual, quarterly, monthly or weekly. These strategies are used for low priority components or those where other strategies are not available.
Predictive Maintenance	Maintenance is based upon real-time monitoring of known parameters. Examples of predictive maintenance activities are pressure differential monitoring on filters, harmonics monitoring of pumps and motors and flow monitoring on steam and water systems. Some Predictive Maintenance activities are not capable of being monitor real time but are utilized to provide indication of problems such as inferred scans of electrical components and eddy current testing on chiller tubes.
Corrective Maintenance	Any maintenance activity which is required to correct a failure that has occurred or is in the process of occurring

Introduction

The **Facility Maintenance Plan (FMP)** is established to encourage DFM to better manage facilities. The (FMP) consists of two major areas: **Capital Asset Management**, and **Maintenance and Operations**. Each of these major areas are supported by tools and data to assist in fulfilling DFM responsibilities. The (FMP) is one of three components of the Template's Maintenance and Operations area.

Purpose of the FMP is to

- Enable DFM to have a Maintenance Plan
- Enable DFM to report on their progress in meeting maintenance standards
- Provide DFM with data to support funding request
- Provide WKU Community with standards of care for facilities,
- Provide DFM with a concise and updated list of requirements for facilities issues
- Provide DFM with current information relevant to best practices, recognized guidelines and background information for facilities management.

The format of the (FMP) lends itself to Recognized Guidelines, and links to other useful information. The WKU Community will be able to use the table format to easily check on the requirements with which DFM must comply while at the same time referencing the corresponding Recognized Guidelines/Best Practices, and Standards established by WKU.

The (FMP) can be used by a wide range of individuals and groups for various purposes. It has been designed to provide various levels of information to these users.

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

WKU Community users will gain an understanding of the complexity of facility maintenance management and the established standards.

DFM Managers will have the ability to make sure they are in compliance with applicable guidelines. They will also be able to have informed conversations about expectation levels and their associated budget implications with constituent groups.

Facilities Supervisors will have a clear set of standards and information to assist them with facilities maintenance management.

Maintenance staff will have a source of standards to refer to as well as best practice and resource information to assist them in their daily operations.

Organization

The **Maintenance Plan** is divided into four major subsections of facility maintenance and operations:

- 1) Campus Services
- 2) Building Services
- 3) Maintenance Services
- 4) Plant Operations

Definitions

Plan Subsections

Campus Services – Those tasks and responsibilities that have to do with the repair, upkeep and maintenance of site and outdoor facilities such as snow clearing, lawn and field care, care of pavement and walks, and landscaping and trash handling.

Building Services – Those tasks and responsibilities having to do with the cleaning of indoor facilities.

Maintenance Services – Those tasks and responsibilities having to do with the regular (scheduled and unscheduled) repair and upkeep of buildings and other indoor facilities such as repairing broken or worn building components and equipment, preventative maintenance work, and other tasks which help achieve the design life expectancy of building components and equipment.

Plant Operations – Those tasks and responsibilities having to do with the energy use and conservation, security, and inspections.

These major subsections are defined in the definitions at the end of this document. Each subsection is further divided into areas. The areas list specific tasks or items that are a part of the regular maintenance and operation.

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Each item or task is then categorized as: 1) **Statutory or Regulatory**, or 2) **Recommended Guideline/Best Practice**. In some cases a particular task or item might be included in one or both categories. For example building ventilation has a statutory requirement and a recognized guideline/ best practice.

Following the category descriptors is the standard that has been established by DFM. Following the Standard is a measurement tool that will allow each department to determine, record, and report compliance with each of the standards of care

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Operations Services

Area/Item/Task	Statue	Recognized Guideline	WKU Standard	Measure
Capital Renewal Plan				
Capital Renewal Plan		Use VFA .facility for capital asset management and reporting	Update the capital plan by Jan 31. Each year.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Maintain Facilities Maintenance Plan		Use FMP	Achieve at least an Acceptable Level of Maintenance	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Report on Facilities Maintenance Plan Progress		Use the FMP	Report annually on each Department's progress by Jan. 31.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

Measurements

There are two measurement aspects of the FMP. The first is the measurement each department will make against the associated WKU Standard for each item or task in each service area. The definitions of each measurement choice can be found in the definitions section at the end of this document.

Measurements against Standards

Exceeds the standard – performance on this aspect of the FMP is consistently at or better than the established standard.

Meets the standard – performance on this aspect of the FMP is at or better than the established standard more than 90% of the time.

Partially meets (the) standard – performance on this aspect of the FMP is at or better than the established standard more than 70% of the time.

Does not meet (the) standard – performance on this aspect of the FMP is less than the established standard 70%, or less, of the time **Levels of Care**

The second measurement, **Level of Care**, is an aggregate measure of the progress each department is making toward meeting all statutory/regulation and recognized guideline/best practice standards. By aggregating the measurement for each item in the FMP into a set of defined levels (similar to those used by APPA [Association of Higher Education Facilities Officers] for Grounds and Custodial standards) we can promote conversations about cost of compliance within a framework of established and well understood levels of facilities care and operations.

Level 1 – Exemplary Facilities. Meets or exceeds all statutory requirements, and exceeds or meets all Recognized Guidelines/Best Practices.

Level 2 – High Level Maintenance. Meets or exceeds all statutory requirements, and meets at least 90% of Recognized Guidelines/Best Practices.

Level 3 – Acceptable Maintenance. Meets or exceeds all statutory requirements, and exceeds or meets at least 80% of Recognized Guidelines/Best Practices.

Level 4 – Low Level Maintenance. Meets or exceeds all statutory requirements, and exceeds or meets at least 70% of Recognized Guidelines/Best Practices.

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Level 5 – Unacceptable Maintenance. Does not meet all statutory requirements, and/or meets less than 70% of Recognized Guidelines/Best Practices.

Table Headings

Area/Item/Task – Sub area titles within subsections. Items and tasks necessary to operate and maintain. For example: “Campus Services” is a subsection of the (FMP), “Lawn Care” is an Area, and “mow lawns” is an item or task.

Statute/Regulations – Those Areas, Items, and Tasks prescribed in federal and/or state law or rules. For example: Ventilation in buildings is covered under XXXXXXXXXX

Recognized Guideline/ Best Practice – Guidelines recommended by recognized authorities that inform important maintenance and operations practices. For example: American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRE) ventilation standard (15 CFM) is recognized as the common guideline for air exchange in buildings. Manufacturer’s maintenance recommendations are considered to be Recognized Guidelines.

WKU DFM Standard – The Standard is the maintenance and operations benchmark established by WKU.

Measures – intended to be used as a mechanism for self-grading and reporting progress of each Department’s plan.

Plan Updating and Editing -

The DFM Leadership Team will meet annually to consider suggestions made by WKU users. These suggestions can be sent at any time to DFM Action Desk. Suggestion should include possible additions to a section of the plan, movement of items from one section to another, alteration of standards, additional links to be included in any section, or any other modification to the FMP. Suggestions will be actively solicited via communication from DFM.

The editing group will make changes to the plan so that the revised plan will be available by the first working day of each year.

Building Services

GENERAL CLEANING				
Area / Item / Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Project clean furniture		Sanitation	Clean and disinfect at least once a year.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean doors		Safety, Sanitation	Clean glass daily. Clean knobs and grips daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean telephones		Sanitation	Disinfect weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean tables and seating		Sanitation	Disinfect weekly. If used for dining, disinfect after each seating.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Dusting		IAQ, sanitation	Tops of bulletin boards, file cabinets, bookshelves, and chalk trays cleaned weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Area / Item / Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Graffiti			Removed within 24 hrs of report	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Water fountains			Clean and sanitize daily	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Integrated Pest Management (IPM)		IPM	IPM used for all pesticide use.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Use of pesticides		IAQ, IPM	Applied only by licensed person	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean vents		IAQ	Clean monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Area / Item / Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Clean duct work.		IAQ	Have professionally cleaned every two years.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Refrigerators, microwave ovens, other small appliances		IAQ, Sanitation, IPM	Cleaned weekly or when spills occur.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean windows inside		Safety	Clean quarterly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean windows outside		Safety	Clean annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean blinds		IAQ	Clean monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Clean horizontal surfaces		IAQ, IPM	Clean dust, wet wipe weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Area / Item / Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Mops and buckets		Sanitation, IAQ, IPM	Dried in ventilated area before storage.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Overflow water trays in machinery, appliances		Sanitation, IAQ, IPM	Emptied and cleaned weekly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Sinks and counters		IAQ, IPM	Kept dry and cleaned daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Areas under appliances and vending machines		Sanitation, IAQ, IPM	Cleaned monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Out of date paper charts and notices		IPM	Removed monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Areas where food is stored, prepared, served, or eaten.		IPM	Inspected twice monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
---	--	-----	--------------------------	--

FLOOR CARE				
Area/Item /Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Interim carpet care	29 CFR 1910.141(a)(2)	IAQ Use vacuum with HEPA filter.	Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Spot clean carpet	29 CFR 1910.141(a)(2)		Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Restorative carpet care		IAQ Use deep extraction	Done annually during a period of low humidity.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Entry mats		IAQ, Budget	Sufficient in number and size to minimize tracked in dirt and water.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Project clean entry mats	29 CFR 1910.141(a)(2)		Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Clean VAT/VCT floors	29 CFR 1910.141(a)(2)		Floors kept clean and dry.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Area / Item / Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Refinish VAT/VCT floors			Maintain a protective barrier.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean hardwood floors	29 CFR 1910.141(a)(2)		Sweep or dust mop as often as necessary to remove dirt and dust to preserve finish.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Refinish hardwood gym floors			Refinished following manufacture's guidelines.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Spills	29 CFR 1910.141(a)(2)		Cleaned within 15 minutes of reporting.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

CLASSROOM CLEANING				
Area/Item/ Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Empty pencil sharpener		Sanitation, IAQ	Emptied to prevent overflow.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean vents	29 CFR 1910.141(a)(3)(i)	IAQ	Clean monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean chalkboards/whiteboards		IAQ	Clean daily by wet wiping or per manufacture's specs	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean chalkboard trays		IAQ	Clean daily by wet wiping.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Desks, lockers	29 CFR 1910.141(a)(3)(i)	IAQ, IPM	Empty and clean twice annually.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Clean blinds		IAQ	Dust and wet wipe monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Material storage	29 CFR 1910.141(a)(3)(i) and NFPA 231	IAQ, IPM	Materials stored away from walls and ventilators.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Material storage	29 CFR 1910.141(a)(3)(i)	IAQ, Safety, IPM	Only necessary moisture absorbent materials kept in classrooms.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Food storage	29 CFR 1910.141 (b)(1)(i)	IPM, IAQ	Food stored in glass or metal containers with pest proof lids.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Food waste	29 CFR 1910.141(a)(5)	IPM, IAQ	Food and food wrappers stored properly or removed from rooms daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Animal waste	29 CFR 1910.141(a)(5)	IPM, sanitation	Flushed or placed in sealed container until disposed of daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
--------------	--------------------------	-----------------	--	--

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

CLEANING RESTROOMS/LOCKER ROOMS				
Area/Item /Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Partition cleaning		Sanitation, IAQ	Cleaned daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fixture cleaning		Sanitation, IAQ	Cleaned and sanitized at least daily	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Paper products and soap checked and restocked	29 CFR 1910.141(d)(2)	Re-supplied at least daily.	Adequate supply always in place.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor cleaning		Sanitation, IAQ	Sweep and wet mop daily. Disinfect as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean mirrors		Sanitation	Cleaned daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Soap dispensers	29 CFR 1910.141(d)(2)	Sanitation	Checked daily and filled as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor drains		Sanitation, IAQ, IPM	Flushed and cleaned monthly.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Trash removal			Waste container emptied at least daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor drains		IPM, Sanitation	Keep covered with screens.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Floor drain traps		IPM, Sanitation	Wet traps kept full of water.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

WASTE MANAGEMENT				
Area/Item/Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Trash removal		Sanitation, IAQ, IPM	Empty trash containers daily and replace liners as needed.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Recycling		Provide separate containers for recyclables.	Recycle 50% of waste stream by volume.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Mercury containing products disposal			All mercury containing products properly disposed of.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous Waste Handling		Safety, IAQ	Generate less waste than the limit for a Large Universal Waste Generator	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Dumpster emptying		IPM, IAQ, Sanitation	Empty weekly or as often as necessary to eliminate pests and odor.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Trash spills and leaks		IPM, IAQ, Sanitation	Spills and leaks cleaned up and repaired within 24 hrs.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Recyclable containers		IPM, Sanitation	Recyclable containers washed before storing.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Indoor garbage	29 CFR 1910-141(a)(4) and (e)(3)	IPM, Sanitation	Indoor garbage is kept in lined, covered container and emptied daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Combustible material storage	29 CFR 1910-159(c)(10)		Accumulations of combustible wastes removed daily.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

TRAINING				
Area/Item/Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Blood-borne Pathogens training			All DFM personnel are trained in dealing with bodily fluid spills.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous Materials Communication Training	29 CFR 1910.1200(c)(1)		All DFM personnel trained in Hazard Communication.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Haz Mat training	29 CFR 3084		Establish and conduct a hazardous material training program for all employees.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Material Safety Data Sheets			MSDS sheets readily available to all custodians.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Custodial staff training for Asbestos Containing Material			All custodial and maintenance staff trained within 60 days of employment.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
				<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

STORAGE				
Area/Item/Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Shelf paper		IPM, Sanitation	No shelf paper used.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.176 (c)	IPM, Sanitation	Stored products not directly contacting floor or walls.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.176 (c)	IPM	Paper products stored separately from food products.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials		IPM	Stored products rotated on a “first in, first out” basis.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.22 (b)(1)		Storage areas kept clean and in good order.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Storage of cleaning and disinfecting products	29 CFR 1910.176 (b)	IPM, safety	Cleaning and disinfecting products stored in secure areas inaccessible to general public	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.176 (c)	IPM	Inspection isles of 6 inches maintained between stored bulk items.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.159 (c)(10)		If building is sprinkled, storage is more than 18 inches below sprinkler heads.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	NFPA231	Fire safety	Adequate clearance is maintained between light fixtures and flammable materials.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	NFPA 231		Clearance between stored materials and unit heaters, radiant heaters, furnace ducts, and flues not less than three feet or in accordance with approval agency label.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

LAWN AND ATHLETIC FIELD CARE				
Area/Item/Task	Statute / Regulation	Recognized Guidelines / Best Practice	WKU Standard	Measure
Mowing		Integrated Pest Management (IMP) Every five days during growing season. As needed other times of the year.	Keep lawns at 2 to 4 inches	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Aeration		IPM Four times per year.	Ground loose enough to support health turf growth	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Reseeding or resodding		IPM Areas top dressed and reseeded or sodded as necessary	No more than 1% patches without turf	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Weed control		Practice IPM turf management	No more than 15% weeds present in turf.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Employ Integrated Pest Management Plan		IPM Department of Agriculture	IPM Plan used for all pesticide use	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of cleaning and disinfecting products	29 CFR 1910.176 (b)	IPM, safety	Cleaning and disinfecting products stored in secure areas inaccessible to children.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.176 (c)	IPM	Inspection isles of 6 inches maintained between stored bulk items.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	29 CFR 1910.159 (c)(10)		If building is sprinkled, storage is more than 18 inches below sprinkler heads.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Stored materials	NFPA231	Fire safety	Adequate clearance is maintained between light fixtures and flammable materials.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Pesticides			Pesticide applied only by licensed applicator	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Line fields for games			Line as necessary	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable liquids	NFPA 30	Purchase the smallest quantities practical to avoid storing larger quantities	Storage of all flammable liquids limited to that required for current activities	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable liquids	29 CFR 1910.106(d)(2)(iii)	Only approved containers used to store any flammable liquids		<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable liquids	29 CFR 1910.106(d)(iv)		Storage areas for any flammable liquids are kept free from combustible materials	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage room doors	29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)		Doors to storage areas are provided with self-closing fire doors	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Service motors		Per manufacturer's specifications	Electric motors PM performed periodically per manufacturer's specifications	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery	29 CFR 1910.212(a)(1)		All machinery guarded to protect operator and other people in machine area	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Operator footwear	29 CFR 1910.120		Steel toed footwear are worn on the job	

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Campus Services

LAWN AND ATHLETIC FIELD CARE

Area/Item/Task	Statute/ Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Hazardous Materials Handling	29 CFR 1910.1200(c)(1)	Maintain Material Safety Data Sheets (MSDS) for all Hazardous Materials (HazMats)	MSDS's for all HazMats available to all staff	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fertilize turf		IPM Fertilize adequately for health growth. Have soils tested annually to determine nutrient need.	Turf fertilized sufficient to promote health growth	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fertilize trees and shrubs		IPM Adequate for health growth	Plantings fertilized sufficiently to promote health growth	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

IRRIGATION				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Irrigate turf		IPM Depend on natural rainfall except in high use areas	New turf is irrigated to allow it to establish	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Irrigate flowers and shrubs		IPM Depend on natural rainfall except immediately after planting	New plantings are irrigated to allow them to become established	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

LITTER CONTROL				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Outdoor trash pick up		Service 2 to 3 times per week depending on public use	Grounds generally free of loose trash	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Provide outdoor trash containers		IPM Sanitation: provide and service outdoor trash containers sufficient to meet demand	Trash containers provided and serviced sufficient to avoid pest and litter problems	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

PRUNING				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Pruning trees		IPM Security, Preventative Maintenance	All dead and damaged branches removed. No branches touching buildings	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Trimming hedges and shrubbery		Security, Risk Management	Hedges trimmed enough to prevent person from hiding behind them	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

SNOW REMOVAL				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Plow roads		Safety, Security, Risk Mgmt. Follow all local ordinances	Snow removed from roads and walks by noon the day following snowfall	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Sweep, shovel or snow blow walks		Safety, Security, Risk Mgmt. Follow all local ordinances	Snow removed from roads and walks by noon the day following snowfall	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Use of ice melt		Safety, Security, Risk Mgmt. Follow all local ordinances	Use sufficient ice melt to reduce chances of slip and fall accidents	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Sanding roadways		Risk Mgmt., Budget. Consider use of sodium acetate rather than sand/salt	Use as little sand/salt mix as possible	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Sand clean up		Floor Care, Risk Mgmt	If you use sand on roads and walks, clean it up in the Spring	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
---------------	--	-----------------------	---	--

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

HARD SURFACES (roads and walks)				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Surfaces cleaned		Safety, Custodial, Risk Mgmt	Hard surfaces should be kept clean and free from dirt, sand, and oil	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Parking lines repainted		Risk Mgmt, Safety	Lines should be clearly visible	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Asphalt cracks filled		PM, Risk Mgmt., IPM Fill asphalt cracks to prevent water intrusion	Cracks in asphalt should be filled in the fall	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



REPAIRS

Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Safety issues		Risk Mgmt, Safety	Hazards mitigated within 24 hours of notice	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Program and functional issues		Educational Program	Repairs accomplished within one week of reported deficiency	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Appearance issues		PM, Educational Program	Repairs accomplished during the next regular service cycle	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



FLORAL PLANTINGS

Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Plantings		IPM Budget	Use of perennials and flowering shrubs only	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Mulch		IPM, IAQ	Mulch is kept as least 12 inches from building	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

PLAYGROUNDS				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Playgrounds inspected on a regular basis		Playgrounds inspected on a regular basis.	Playgrounds are inspected on a semi-annual basis	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Check for sharp edges, corners, and points		Rick Mgmt, Safety.	No sharp edges, corners, or points on equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Wooden parts		Rick Mgmt, Safety.	All wooden parts are smooth and free from splinters	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Equipment hazards		Rick Mgmt, Safety.	There are no accessible pinch, crush, or shear points on equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Openings		Rick Mgmt, Safety.	There are no openings that could trap a child's head	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Anchoring devices		Rick Mgmt, Safety.	All anchoring devices are below grade level	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Retaining walls		Rick Mgmt, Safety.	All retaining walls are highly visible	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Suspended equipment		Rick Mgmt, Safety.	Flexible or suspended components are not located in high traffic areas	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Suspended equipment		Rick Mgmt, Safety.	Suspended components contrast with surrounding equipment	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Surfacing materials		Rick Mgmt, Safety.	Surfacing materials meet Critical Height values	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Landing zone		Rick Mgmt, Safety.	Landing Zone must meet safety specs.	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

WKU DFM Facility Maintenance Plan (FMP)

TRAINING				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Pesticides application			One licensed pesticide applicator is on staff	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous materials	29 CFR 3084		All grounds personnel receive HazMat training	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous communications	29 CFR 1910.1200		All grounds personnel receive HazCom Training	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Integrated Pest Management		IPM is used.	All grounds personnel trained in IPM	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Ladder training	29 CFR 1910		All grounds personnel receive ladder training	<input type="checkbox"/> Exceeds standard <input type="checkbox"/> Meets standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
-----------------	-------------	--	---	--

Maintenance Services

HVAC				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Ventilation			Ventilation system operated at least to the code in effect at the time of building construction or when system was installed.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
HVAC operation			Ventilation systems are operated continuously during school activity hours.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
HVAC inspection			Inspect annually and correct any problems.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

HVAC record keeping			Maintain records of HVAC inspections and maintenance for 5 years.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Change filters		per manufacturer's specifications	Replace at least three times per year or per manufacturer's specs	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Service motors		per manufacturer's specs	Clean and lubricate every six months or per manufacturer's specs	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Change belts		per manufacturer's specs	Belts changed annually or per manufacturer's specs	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Controls		ASHRAE temp and humidity guidelines	Maintain controls sufficient to meet energy and ASHRAE guidelines	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean ducts		EPA Tools for Schools IPM	Clean professionally at least every three years.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Storage room ventilation	29 CFR 1910.106(d)(4)(iv)		Every storage room in provided with either a gravity or mechanical ventilation system.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery		OSHA recommendation	All indoor power tools and machines which generate dust are connected to a dust collection system.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Vents		IPM	All vents screen or filtered.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

EQUIPMENT				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Electrical equipment	29 CFR 1910.303(a) and 1926.403(a)		Only approved conductors and equipment are used for electrical installations.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Electrical equipment	29 CFR 1910.303(b)(1) and 1926.403(b)(1)		All electrical equipment is free from recognized hazards that could cause physical harm.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Electrical equipment	29 CFR 1910.303(g)(1) and 1926.403(i)		There is sufficient access and working space around electrical equipment to provide ready and safe operation and maintenance.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Electrical equipment	29 CFR 1910.303(g)(1)(ii) and 1926.403(i)(1)(ii)		Required working spaces around electrical equipment not used for storage.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Lighting	29 CFR 1910.303(g)(1)(v)		Illumination provided for all working spaces around service equipment, switchboards, panel boards and motor control centers.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery	29 CFR 1910.212(a)(1)		All machines guarded to protect operator and other people in machine area.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fans	29 CFR 1910.212(a)(5)		All fans less than 7 feet from the floor are provided with guards that have openings no larger than one-half inch.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery	29 CFR 1910.212(b)		All machinery designed for a fixed location is securely anchored to prevent “walking” or “moving”.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Machinery		OSHA recommendation	All machines are provided with a power cutoff switch that an operator can reach without leaving the operating position.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Machinery	29 CFR 1910.213(b)(4)		All machine operating controls easily reachable by the operator while the operator is at the regular work location and away from any hazardous point of operation.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

FIRE PROTECTION				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Sprinkler system, standpipes, hydrants	29 CFR 1910.158(e) and 159(c)	per manufacturer's specs	Maintain per manufacturer's specs	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire alarm system maintenance	29 CFR 1910.164(c)	regular periodic maintenance per manufacturer's specs	All fire alarm and fire detection systems maintained in operating condition.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Exit doors inspected	NFPA 101		All exit facilities are inspected daily to insure proper working condition.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
All fire doors maintained	NFPA 80		All fire doors are tight fitting and in good operational condition.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Classroom doors	NFPA 101		All classroom doors are automatically self closing.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Openings between spaces	NFPA 101		All openings in walls, floors, and ceilings which could contribute to the spread of fire are repaired.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable and combustible liquids	NFPA 30		Storage of flammable liquids limited to that required for current activities.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Flammable liquid storage	29 CFR 1910.106(d)(2)(iii)		Only approved container as used for storing flammable liquids.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage room doors	29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)		Openings to storage rooms are provided with approved self-closing fire doors.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable liquids	29 CFR 1910.106 (d)(iv)		Storage areas for flammable liquids are kept free from combustible materials.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Fusible links	NFPA 1		All fusible links and fusible link sprinkler heads are replace annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage of flammable liquids	NFPA 30		Flammable liquids are stored in original container or approved safety can.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Protection of Fire detection equipment	29 CFR 1910.164 (d)(2)		Fire detection equipment is protected from mechanical or physical impact.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



ROOFS				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Inspect roofs		per manufacturer's specs	Inspect roofs fall and spring.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Clean roof drains		IAQ, IPM, energy management, asset preservation	Clean drains fall and spring.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Repair roofs		IAQ, IPM, energy management, asset preservation	No evidence of moisture intrusion	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Flashings		IAQ, IPM, energy management, asset preservation	No evidence of moisture intrusion.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Emergency Plan for roof leaks		IAQ, IPM, energy management, asset preservation	Ability, and commitment to patch roof leaks within one day of discovery	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
-------------------------------	--	---	---	--

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

REPAIRS				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Windows		IAQ, IMP, security, energy management	All windows in good repair with no cracks or missing windows.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Doors		IAQ, IMP, security, energy management	All exterior doors in good repair and tight fitting, tested by flashlight.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Weather stripping		IAQ, IPM, energy management	All windows, doors, and any points of air or moisture infiltration are calked or weather stripped.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

PREVENTATIVE MAINTENANCE				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Caulk exterior cracks and voids		Cracks in foundation, walls, and openings around conduits, plumbing, doorways, and windows sealed. IPM and energy.	No air infiltration through exterior wall penetrations	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Caulk interior cracks and voids		Cracks in foundation, walls, and openings around conduits, plumbing, doorways, and windows sealed. IPM	All cracks and voids sealed	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Moisture sources		IPM, IAQ and health	No regular, daily collection of water due to infiltration or condensation	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Window screens		IPM	All screened openings in good repair	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Automatic door closers		ADA, manufacturer's specs	Inspect and lubricate every six months or per manufacturer's specs.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Outdoor lamp replacement		Security, risk management	All exterior lamps in working order.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Plumbing		IPM, energy, and health	No dripping faucets, leaks or plugged drains.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Sewer lines		IPM and health	Tested at least every three years to assure proper operation.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

PAINTING				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Interior		IAQ, IPM, asset preservation	Repaint classrooms every 5-8 years, hallways every 4-6 years	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Exterior		IAQ, IPM, asset preservation	As often as necessary to prevent the exposure of bare wood	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

DRAINAGE				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Parameter drainage		IAQ, IPM, asset preservation	Water drains away from buildings.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Gutters and downspouts		IAQ, IPM, asset preservation	Downspouts and gutters clear and sized to handle max flow. Downspouts led sufficiently away from buildings to avoid moisture infiltration.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Operations Services

FIRE SAFETY				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Test fire alarm system	CFR 29 1910.164 and 1910.165	Annually	Test fire alarm at least annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Occupant/student fire drills	NFPA 101.15.7.1		Each school has 10 fire drills per year.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Inspect fire alarm system	CFR 29 1910.164 and 1910.165		Fire alarm system is inspected annually by a qualified technician.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Inspect sprinkler system	NFPA 101	State Fire Marshall	Inspect quarterly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Test emergency and exit lighting	NFPA 101		Lighting is tested monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Kitchen fire suppression system	NFPA		Kitchen ranges and ovens have fire suppression systems.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Kitchen fire suppression system tested annually	NFPA			<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Exits	29 CFR 1910.36(b)(4)		All exits free and unobstructed.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Exit doors	NFPA 101		No wedges or devices holding exit doors open.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Means of egress	29 CFR 1910.36(d)		All means of egress free of obstructions.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Exit signs	29 CFR 1910.36(b)(5) and 29 CFR 1910.37(f)(4)		Every exit sign is conspicuously indicated and visible from any point.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Lighted exit signs	29 CFR 1910.36(b)(6)		All artificially illuminated exit paths have adequate, reliable illumination.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Not Exit signs	29 CFR 1910.36(b)(6)		Doors, stairways, and passages which are not exits are clearly marked as such.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Furnishings and decorations	NFPA 101.7.3		No furnishings of an explosive or highly flammable nature permitted.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Decorative materials	NFPA 1		All decorative materials are flame resistant.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Artwork and teaching materials	NFPA 101.7.3.3		Flammable materials attached to walls less than 20% of wall area.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire prevention plan	29 CFR 1910.38(b)(2)		A written fire prevention plan has been developed.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire Safety Plan	29 CFR 1910.165(b)(5)		An approved Fire Safety Plan has been distributed to all buildings.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire Plan review with building occupants	29 CFR 1910.38(a)(5)(ii) and (b)(4)		Fire Plan has been reviewed with all new and current building occupants.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Fire Plan Training	29 CFR 1910.38(a)(5)(I)		Training has been provided to designated individuals to assist in building evacuation.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Source of ignition and flammable vapors	29 CFR 1926.152(f)(3)		There is at least 50 feet between any flammable vapors and any ignition source.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Flammable material storage label	29 CFR 1926.152(b)(2)(iii) and 1910.106 (d)(3)(ii)		Flammable materials storage is properly labeled.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Flammable storage venting	NFPA 30		Flammable storage cabinets are vented to the outdoors.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Storage room isle clearance	29 CFR 1910.106 (d)(4)(v)		There is a 3 foot wide clearance isle in each storage room.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Storage of flammable liquids	29 CFR 1910.106 (d)(5)(I)		No flammable liquids are stored near exits.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
------------------------------	---------------------------	--	---	--

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

FIRE EQUIPMENT				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Approved fire extinguishers	29 CFR 1910.157 (c)(3)		All portable fire extinguishers are approved types.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguisher annual maintenance	29 CFR 1910.157 (e)(3)		Annual maintenance is performed on each fire extinguisher.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguisher maintenance records	29 CFR 1910.157 (e)(3)		Records for annual fire extinguisher maintenance are kept for at least a year.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguisher inspection	29 CFR 1910.157 (e)(2)		Portable fire extinguishers inspected monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Fire extinguisher tag		OSHA recommendation	Each fire extinguisher has a tag on which is recorded monthly inspections	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguisher placement		OSHA recommendation	There is at least one extinguisher in each lab, shop, vocational education room.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguisher placement	29 CFR 1910.106 (d)(4)(v)		Portable fire extinguisher is located at each location where flammables are stored.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Initial staff training	29 CFR 1910.157 (c)(3)		Staff are trained at the time of initial assignment and annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Annual staff training	29 CFR 1910.157 (g)(1)		Staff is trained in extinguisher use and hazard.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Fire extinguishers mounted	29 CFR 1910.157 (c)(1)		Fire extinguishers are mounted, located and readily accessible.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Fire extinguishers in cabinets	29 CFR 1910.157 (c)(1)		Fire extinguishers enclosed in cabinets are accessible, unobstructed and visible.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

EMERGENCY PLANS				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Emergency Plan	29 CFR 1910.38(a)(2)		A written emergency plan has been developed.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Staff training		OSHA recommendation	All staff is trained in their emergency plan duties.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Emergency Plan review with building occupants.	29 CFR 1910.38(a)(5)(ii) and (b)(4)		Emergency Plan has been reviewed with all new and current building occupants.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



ASBESTOS CONTAINING MATERIALS (ME DEP 287-2651)				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Maintain ACM Management Plan	CFR 40 E 763.93 and 763.94		ACM Management Plan is kept up-to-date.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Designated Person	CFR 40 E 763.84		A Designated Person is appointed and trained.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
3 Year Re-inspection	CFR 40 E 763.85		Facilities are re-inspected every 3 yrs by a licensed professional.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
6 Mos. Observation and Maintenance	CFR 40 E 763.92		6 months surveillance checks are carried out and recorded.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Staff Training	CFR 40 E 763.92		All building employees are trained in ACM procedures.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Warning Labels	CFR 40 E 763.95		Warning labels are attached to all ACM in occupied areas.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Contractor Notification	CFR 40 E 763.84		Outside contractors are notified before working in areas with ACM.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Annual Worker/Parent Notification	CFR 40 E 763.84		Annual Notification to parents, teachers, and other building occupants is made.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



WATER				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Drinking water is certified			Quality of drinking water is certified annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Licensed Water Supply Operator or City Water			Facilities served by non-municipal water sources have a licensed Water Supply Operator.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Water supply	CFR 1910.141(a)(5)		Water suitable for drinking, personal hygiene, food preparation, and cleaning is available.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



RISK MANAGEMENT/SAFETY				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Check exterior lighting timers		Energy conservation, security, risk management	Exterior lighting timers are adjusted to one half hour before and after dark	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Location and function of exterior lighting		Energy conservation, security, risk management	Sufficient exterior lighting exists and is operated to safe access and egress.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Crisis and Disaster Plan		29 CFR 1910.38(a)(2)	A written emergency plan exists and is reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Signs on Electrical Rooms	CFR 29 1910.303 (g)(2)(iii) and 1926.403(i)		Doors to rooms marked with conspicuous warning signs forbidding unqualified persons to enter.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Electrical hazards warning signs	CFR 29 1910.335 (a)(2)(ii) http://www.osha.gov/		Safety signs, safety symbols, or accident prevention tags used to warn students/teachers about hazards.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Doors		IPM Security	Doors kept closed when not in use.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

UTILITIES/ENERGY CONSERVATION				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Monitor electrical use			Electric usage is reviewed and publicly posted monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Manage an electrical energy conservation program			A written energy conservation program is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Monitor interior temperature			Have controls recalibrated annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Monitor fuel use			Fuel usage monitored and posted publicly monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Winterization program			A written Weatherization Plan is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Energy Audit			An energy audit is conducted annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Water conservation plan		Water conservation is practiced	A water conservation plan is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



ENVIRONMENTAL MANAGEMENT				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Radon testing			Annual radon tests are conducted.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Radon mitigation			If radon is detected a EH&S approved mitigation plan is in place.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Inspect fuel tanks and lines	/	Annually	All fuels lines are of a non-ferrous type.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Above Ground Storage Tanks (AST)	DEP	Monthly monitoring	AST are monitored monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Spill Prevention, Control and Containment (SPCC)	Clean Water Act		A plan is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Underground Storage Tank (UST)			Monitoring system is tested annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
ADA Compliance Plan	State Fire Marshall/ State Human Rights Commission		All programs and facilities are available to all potential users.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
DFM Health/Safety Committee		Coordinated Safety Plan	A DFM wide Safety Committee is in place and meeting monthly.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous Materials Storage Plan	29 CFR 1910.1200 (e)(1)(i)		List of hazardous chemicals at your school has been prepared and kept up-to-date.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazardous Materials Storage	29 CFR 1910.1200(f)(1)		All containers of hazardous chemicals are labeled or marked with required information.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Carbon Monoxide		Continuous monitoring	Sources of carbon monoxide are monitored.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

<p>Trash Containers placed away from building entrances</p>		<p>IPM</p>	<p>All trash containers placed 40 feet from entrance doors.</p>	<p> <input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard </p>
<p>Dumpsters placed on hard cleanable surfaces</p>		<p>IPM</p>	<p>Dumpsters placed on hard, cleanable surfaces.</p>	<p> <input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard </p>
<p>Dumpsters have close fitting lids</p>		<p>IPM</p>	<p>Dumpsters have tight fitting lids.</p>	<p> <input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard </p>
<p>Dumpsters kept closed</p>		<p>IPM</p>	<p>Dumpsters are kept closed.</p>	<p> <input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard </p>
<p>Dumpsters emptied and cleaned</p>		<p>IPM</p>	<p>Emptied and cleaned often enough to avoid odors and pests.</p>	<p> <input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard </p>

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

Hazard communication plan	29 CFR 1910.1200 (e)(1)		A written hazard communication program has been developed and is maintained.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Hazard chemicals list	29 CFR 1910.1200 (e)(1)(i)		A list of all hazardous chemicals at your school is maintained.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



ELEVATOR INSPECTION				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Annual inspection			Elevators and lifts are inspected annually by a licensed inspector.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Regular maintenance			A plan is in place to assure the safety of elevators and lifts.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



OTHER TRAINING				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Bloodborne Pathogens training	29 CFR 1910.1030		All employees trained annually in handling Bloodborne Pathogens.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Haz Mat Communications training	29 CFR 1910.1200		All employees are trained annually in Haz Mat Communications.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Haz Mat Communication	29 CFR 1910.1200	Maintain MSDS sheets for all Haz Mats	MSDS sheets readily available to all custodians.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

CAPITAL RENEWAL PLAN				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
10 Year Capital Renewal Plan			A 10 year Capital Renew Plan for each school is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

MAINTENANCE PLAN				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Maintain Facilities Maintenance Plan			A Maintenance Plan for each facility is in place and reviewed annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Report on Facilities Maintenance Plan Progress			Progress toward meeting the WKU Standards Maintenance is reported annually.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard

WKU DFM Facility Maintenance Plan (FMP)



as of 02/23/09 (DRAFT)

BOILERS				
Area/Item/Task	Statute/Regulation	Recognized Guideline / Best Practice	WKU Standard	Measure
Low Pressure Boiler Operator License			A licensed operator observes the boiler operation every 8 hrs. when the building is open for use.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard
Inspection of Boiler			Boilers are inspected and certificates posted as per statute.	<input type="checkbox"/> Exceeds the standard <input type="checkbox"/> Meets the standard <input type="checkbox"/> Partially meets standard <input type="checkbox"/> Does not meet standard