



## MEMORANDUM

**To:** Interested Parties

**Date:** March 27, 2018

**From:** Tim Mearig  
Facilities Manager  
Finance & Support Services

**Subject:** Department Publication Update:  
Release for Public Comment  
Preventive Maintenance

All,

The Department of Education & Early Development (DEED) is opening a period of public comment on its draft 3rd Edition *Alaska School Facilities Preventive Maintenance and Facility Management Handbook*. The purpose of this memorandum is to highlight several unique elements of the draft document which may require unusual levels of comment and participation. Excerpted below is the purpose statement for the document along with a description of its structure.

### ***Purpose***

*The purpose for this document is three-fold:*

- 1. To expand department guidance to reflect the full breadth of maintenance and facility management addressed in statute and regulation,*
- 2. To foster greater consistency and sustainability in meeting department requirements by focusing on the integration of operations, maintenance, and capital planning under a Facility Management paradigm, and*
- 3. To offer best-practice insights and meaningful tools to help create facility management programs that exceed minimum requirements.*

*The structure of this document supports these purposes by addressing each of the five components of maintenance and facility management in three areas: developing, implementing, and sustaining. In addition, where general facility management topics cross one or more of the five mandatory components, these topics are addressed in the Overview section rather than repeatedly in each category. Other pertinent topics and best practices are combined in a section of the publication entitled Additional Considerations. Finally, specific tools and resources are provided as appendices following the narrative documentation.*

In order to function effectively; in order to achieve the goals set out in purpose statements two and three, sections of the publication are dependent on a broader base of real-world experience than is available solely at DEED. Input and assistance in the following areas is needed:

1. Sustaining a Maintenance Management Program
2. Implementing and Sustaining an Energy Management Program
3. Implementing and Sustaining a Custodial Program
4. Implementing and Sustaining a Capital Planning Program
5. Facility Audits and Periodic Inspections
6. Facility Management Budgeting and Funding
7. Commissioning
8. Managing Contracted Staff and Privatized Activities
9. Evaluating Your Maintenance Program
10. Environmental Safety
11. Portable Devices in the Maintenance Workflow
12. Electronic O&M Manuals

The department intends to invite interested parties to a series of conference calls over the next 8 weeks to facilitate assistance in developing this draft document. Please feel free to contact me if you are interested but have not been contacted by the department.