

# Facilities and Maintenance Training Ideas/Proposal: An AASB and ALASBO Collaboration



## Background/Planning



- ALASBO- Alaska Association of School Business Officials
  - *Mission Statement- To promote the highest standards in school business practices.*
  - *Vision- Educating stakeholders in the effective use of resources for the benefit of Alaska's children.*
- Focus on professional development (PD)
- Desire to support PD needs in school districts across Alaska (especially for those “on the ground.”)
- DEED grant to address needs (HR, Facilities and Maintenance, IT, etc.
- Education Director
- Long term planning- Partnership with AASB
- Opportunity to provide succession planning

## Options #1:

**Certified Professional Maintenance Management (CPMM)**, it's often called the "nuts and bolts" of facilities management. It is a 3 day course with a 4th day for testing day. It does provide an internationally recognized certification in maintenance management.

### The course includes:

- Maintenance Management
- Preventive Maintenance
- Inventory and Procurement
- Maintenance Planning
- Computerized Maintenance Management
- Predictive Maintenance
- Prescriptive Maintenance
- Reliability Centered Maintenance
- Total Productive Maintenance
- Maintenance Return on Investment
- Safety and Health
- Indoor Air Quality



## Options #1: (cont.)

**Certified Professional Supervisor (CPS)** is often called the HR sided of facility management. This course is 2 days long with testing on the 3rd day.

### The course includes:

- Role of the Supervisor
- Communication Skills
- Interpersonal Skills
- Introduction to Finance and Budgeting
- Leadership and Motivation
- Industrial Workplace Safety
- Time Management and Planning
- Business and Industrial Law
- Interviewing and Hiring
- Conflict Resolution
- Problems Solving and Team Building



## Option #2:

**Facility Operations Program (FOP)**, this program is based off of the Good School Maintenance Book. It is broken down into 4 sections and there is ***no testing*** with this program.

- **General Facility Operations**

- Managing the School Maintenance Program
- The Facility Audit
- Using Technology for Building Management
- Safe Maintenance Practices
- Protecting Health and the Environment
- Health and Safety Compliance
- Controlling Energy Costs
- Planning and Design of New Facilities



- **Maintenance Operations**

- Maintaining Interior Finishes
- Maintaining The Building's Exterior
- Roofing Care
- Heating, Ventilation and Air Conditioning Systems
- Electrical Systems Maintenance
- Maintenance of Electronic/Low Voltage Systems
- Maintaining Sanitary Systems and Fixtures
- Maintaining Sewage Treatment Plants

## Option #2: (cont.)

**Facility Operations Program (FOP)**, this program is based off of the Good School Maintenance Book. It is broken down into 4 sections and there is ***no testing*** with this program.

- **Grounds Operations**

- Effective Grounds Management
- Tree And Shrub Care
- Building and Maintaining a Lawn
- Caring for Bituminous Paving (Asphalt)
- Maintaining Outdoor Athletic Surfaces and Playgrounds



- **Custodial Operations**

- Organizing the Custodial Operation
- Area Cleaning
- Custodial Procedures and Services
- Custodial Equipment and Supplies
- Maintaining Synthetic Countertops and Table Tops

## Our Proposal



2 additional days before or after annual conference

- Even years: General Facilities Operations and Maintenance Operations (1 day each)
- Odd Years: Grounds Operation and Custodial Operations (1.5 days plus .5 day onsite in Anchorage for those interested)

### Other options

- Offer these days synchronously and virtually so that people can attend without travel to Anchorage.
- Record sessions for people to watch on their own time.
- Offer the full day sessions a second time during the year too (spring or summer.)
- Divide sessions into smaller recorded segments by subject for people to watch/use as needed.



## Next Steps:



**Curriculum Committee-** to work to make the curriculum to meet the needs in Alaska

**Program Trainers-** 3-5 people willing to present the material 1-2 times per year (in person and/or virtually/)

ALASBO will:

- Organize the curriculum work sessions
- Work with AASB to schedule trainings and provide registration and certificates for completion
- Develop surveys as needed to create a program that meets the time and work needs specific to Alaska and to school district schedules and/or finances
- Provide School Districts lists of names of any employees who complete the training sessions

## NEXT...Your input is needed!



**At your tables... please discuss the following and put your thoughts on the papers on each table.**

How do you feel about the plan to create and provide an organized training program for facility and maintenance staff in school districts?

How **and** when you think the PD should be offered? (see choices)

In looking at the program (from Good School Maintenance) are there any areas you think we don't need in Alaska and/or that need to be added in the different sections?

Are you interested in/ willing to help with the curriculum development (in person and/or zoom sessions?)

Are you interested in becoming a trainer for the program? And/or do you recommend someone else to do so?

Many of you here are directors, are you interested in us looking at the more comprehensive program that results in a certification in maintenance management in the future?

Anything else you want us to know??



# Thank you

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