



PASBO Award of Excellence in School Facilities Instructions

The PASBO Award of Excellence in School Facilities and the PASBO Gold Award of Excellence in School Facilities is a recognition program sponsored by PASBO. This awards program has been created to recognize outstanding operations in facility management, encourage best practices that result in efficiencies in K-12 non-instructional administration and share knowledge to improve personnel skills.

Recognition and Presentation

- ✓ Recipients of Award will receive a plaque presented at the PASBO Annual Conference plus a scholarship for use by facilities personnel.
- ✓ Recipients of the Gold Award will receive a plaque presented at the PASBO Annual Conference plus a scholarship for use by facilities personnel.

Review of Applications

All applications will be evaluated by a diverse committee of reviewers. The committee will be appointed by PASBO staff, in consultation with the PASBO Facilities Management Committee. Determinations of the Review Team are final. The cost to enter an application is \$100 (payable to PASBO), which must be submitted with the application materials by the deadline.

Timeline

**November 30 – deadline for applications.
Applications postmarked after November 30 will be returned,
and no additional materials will be accepted after the deadline.
Awards will be presented at the Annual Conference.**

Submit Completed Application by November 30 to:

Stephanie Stehman
PASBO
2608 Market Place
Harrisburg, PA 17110
sstehman@pasbo.org
(717) 540-9551 x 250



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INTRODUCTION

The Certificate requires attainment of 6 core competencies:

- 1) Facilities Maintenance and Management
- 2) Facilities Capital Improvement and Construction
- 3) Grounds Management
- 4) Housekeeping
- 5) Staff Management
- 6) Environmental and Safety Issues

To achieve an Award, the applicant must demonstrate, at a minimum, competency in the core question for each category (questions # 2, 5, 10, 13, 17, and 22), plus an additional 18 points. Failure to complete any of the core competencies will result in an unsuccessful application, regardless of the remainder of the submission. Points are awarded based on demonstrated competencies for each of the other questions. Certificates are awarded as follows:

Award: 6 Core Competencies plus *18 points*
Gold Award: 6 Core Competencies plus *24 points*

Certificates are dated for a 3-year period, after which districts could reapply for another award. Districts that receive the Award could reapply for a Gold Award, prior to the 3-year window, if additional competencies have been achieved. Applications that do not receive the award will be returned to the applicant, who may revise the application for consideration of the following year's award. All successful applications will be retained by PASBO for promotional use and display purposes.



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INSTRUCTIONS

General

The district may choose to submit the application in pdf format, or as a paper copy. If submitted on paper, only a single copy is required.

The organization of the application is critical to help the review team in the evaluation process. The most successful, previous applications have included a brief narrative and supporting documentation for each of the questions (except #1). Having the material in a binder(s), with a separately marked tab for each question has proven to be very effective. If for some reason material cannot be included in a binder, a clear indication and list of the attachments should be included.

Area 1 – Facilities Maintenance and Management

1) Submit a 1-page cover letter describing the district’s commitment to effective maintenance and philosophy of service. (2 points)

The district will include a cover letter (1-page maximum) describing the district facilities, staff, and operations. Particular areas of strengths, and also challenges, should be noted. While a complete description of the Facilities operations would be impossible to convey in a single page, the letter should leave the reader with a fair picture of the district’s management strategy for physical assets. Items to consider for inclusion: staff size, contracted services, age and condition of buildings, budgeting, etc. The cover letter must be signed, at minimum, by the Facilities Director and the District Superintendent. PLEASE include LEA name and mailing address as well as contact information for the Facilities Director—phone, email and fax.

2) The district will demonstrate an effective electronic work order system. (Acceptable solutions include purchased systems like "Brightly," district developed systems, and/or other effective approaches.)

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. If a purchased system is used, please identify the system and submit several reports that would verify the extent that the system is being used effectively. If the district has developed its own system, please describe how the system is hosted, who has access, how work is scheduled, and include statistics or reports that would demonstrate the effectiveness of the system.

3) The district will demonstrate an effective preventative maintenance system. (1 point for an effective paper-based program, 2 points if automated with an electronic work order system.)

The district will submit tasks and frequencies for preventative maintenance operations. At minimum, paper-based logs for these tasks should be included. If these tasks are then automatically integrated into the work order system after which appropriate work orders are generated, an additional point will be awarded.

4) Department leadership has pursued and obtained professional certification through PASBO. (1 point)

Considering the importance of professional development, the district will be awarded 1 point if a member of the Facilities Department currently possesses any level of PASBO professional certification.



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Area 2 – Facilities Capital Improvement and Construction

5) The district maintains a complete and effective capital improvement master plan and/or facility upgrade plan(s). (Submit a copy; 5-year minimum plan.)

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. Submit a copy of the district capital improvement master plan(s). Depending on the age and conditions of the buildings, this could be a feasibility study that considers building renovations, replacements and new construction, or a plan for updates to key components such as roofs, or both types of plans.

6) Describe the district's management and oversight of construction projects. Construction to include new building projects, renovations, and/or small capital improvement projects such as roof, etc. (1 point)

This area could vary depending on the size of the project. At minimum the district should describe the strategies and procedures it uses for the following: background checks for outside contractors, verifying proper insurance coverage, the establishment of appropriate general conditions in specifications, maintaining proper bidding thresholds, monitoring construction progress through site visits, change order processes, etc.

Either through its internal design process or through collaboration with architects and engineers, the district considers not only first cost of systems, but also the long-term operational costs. Document review, energy modeling, and Value Engineering would all be appropriate examples.

7) The district minimizes construction, maintenance and operations costs through the use of cost-effective designs and construction practices. (Give examples or explain the process.) (1 point)

Either through its internal design process or through collaboration with architects and engineers, the district considers not only first cost of systems, but also the long-term operational costs. Document review, energy modeling, and Value Engineering would all be appropriate examples.

The district should describe how it plans for and evaluates these issues and give several examples that have been successful, such as variable speed drives, multiple chillers or boilers to improve efficiencies at lower loads, standardization, etc. In districts that have not completed recent construction projects, highlight areas where operational savings have been achieved through other means.

8) Has the district used sustainable design in its building program? (1 point)

The district should demonstrate its commitment to sustainable design in large projects, small projects, or both. Choosing energy efficient products, lighting upgrades, water conservation, improvements to the building envelope, would all be potential examples of this commitment.



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9) The district ensures that all applicable codes and bidding requirements are met for non-reimbursable projects.
(1 point)

The district could demonstrate competency in this area in a variety of ways, but must submit documentation towards both code compliance and adherence to proper bidding practices in order to achieve this point. Some of the items that could be used to verify code compliance would be: Local Building Permits, Local Zoning Permits or approvals, and Sealed Construction Documents. Some of the items which could be used to verify proper bidding practices would be: samples of the General Requirements from the Project Specifications of recently bid projects, verification of advertizing procedures, and Board approvals of the low qualified bidder(s) for recent projects.

Area 3 – Grounds Management

10) The district will submit a copy of its agronomic program. (At minimum include a fertilization schedule, seeding and aeration schedule, and pesticide program.)

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. As stated above, the program should include at a minimum, the fertilization schedule, seeding and aerations schedules, and the program for monitoring pests and pesticide applications. Other potential items include, soil tests, equipment inventory, mowing schedules, etc. (The program could potentially satisfy question numbers 11 and 12 as well, if this information is included.)

11) The district will demonstrate an effective method for insuring playground safety. (Inspections, mulching, etc.)
(1 point)

The district should submit the frequency and procedure for playground safety inspections; a sample inspection report would also be appropriate. Other items to include would be an inventory of equipment (if maintained), verification of appropriate mulching, and any documentation regarding compliance with CPSC standards.

12) The district will submit an inventory of its athletic fields, parking lots and other hard surfaces. (1 point)

This competency could be met through the agronomic program (question 10) or be a separate document. Whichever method is chosen, all facilities should be included, along with the size and other characteristics identified.

Area 4 – Housekeeping

13) The district has established cleaning procedures. (Include either district generated documents or a program such as PASBO's "Train the Trainer.")

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. If the PASBO program is used, please include who has been trained as a trainer and recent examples of the training sessions they have provided for other staff. Alternately, the district could submit documents they themselves (or others) have developed, along with how these are used, and a list of recent training sessions.



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14) The district has written standards, procedures, and/or training for the clean up of bodily fluids and other hazardous materials. (1 point)

The district should submit a copy of training materials or written procedures, along with the frequency and method of delivery. This item refers to clean up procedures; disposal of waste is addressed in question 26.

15) The district utilizes a well-managed system for cleaning supplies, to include chemical dilution systems. (1 point)

The district should describe the products that it uses for standard housekeeping activities. Purchasing, warehousing, and management of supplies are also important considerations that should be detailed.

16) The district maintains an inventory of custodial equipment and has established an equipment replacement program. (1 point)

The district should submit its custodial equipment inventory, along with the method for evaluating and budgeting for upgrades and/or replacements. (This could be included in other attached reports, if so, please indicate accordingly).

Area 5 – Staff Management

17) The district has clearly written job descriptions for each position. (Submit copies)

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. The district should submit copies of the job descriptions for all positions within its facilities department. The job descriptions should include, at a minimum, the duties of the position, along with skills and physical requirements.

18) The district has established training programs for staff, show opportunities for all staff, as well as, an orientation programs for new staff. (1 point)

The district should submit training materials used and a calendar of recent training opportunities. The training could be accomplished through a variety of means including district run sessions, outside providers training at the district, and off-site training. Ideally, a variety of subjects appropriate to various positions should be included. *(Do not include cleaning procedures and “Right to Know,” as these are addressed in other questions).* Potential training areas include; workplace safety, technical areas such as building automation, District policies, etc.

19) The district has established policies and/or employees’ handbook, which includes expectations and discipline procedures. (1 point)

The district should include a copy of its employee handbook or appropriate policies for areas such as: attendance, attire, work place conduct, smoking, harassment, etc. Additionally, the method of delivery to staff should be explained.

20) The district has an established employee evaluation process. (1 point)

The district should include the frequency of employee evaluations, the method of delivery, and any forms that are used.



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21) Demonstrate compliance with the Pennsylvania's Worker and Community Right-to-Know (RTK) (1 point)

The district should include any printed materials that are used and indicate the frequency and delivery method for this training.

Area 6 – Environmental and Safety Issues

22) The district has an established Integrated Pest Management plan, include copies of Board policy, sample posting, and parent directory at a minimum.

This is a Core Competency, no points are awarded for this item; however, it MUST be met in order to achieve either Award. As indicated above, submit a copy of the Board policy, samples of recent postings for pesticide

applications, a sample of the required record keeping documents, and verification of a parent directory (or notification to all parents, whichever is applicable). Additionally, indicate if pesticide applications are performed by outside forces or district personnel (or both). If district personnel are used include documentation of pesticide licenses or technician certificates.

23) Submit evidence of the 3-year AHERA re-inspection, 6-month surveillances, and yearly notifications (or documentation of no asbestos). (1 point)

If the district has asbestos present in its buildings, it should submit a copy of its most recent 3-year AHERA update. Along with this document, a sample copy of the required 6-month surveillances, and the yearly notification of the plan should be included. Also identify whom the Board has designated as the asbestos program manager. If the district does not have asbestos present, written documentation to that effect by either a licensed agency or a design architect(s) would be considered as meeting the competency.

24) The district acts proactively to manage Indoor Air Quality. (Example: EPA tools for schools, outside consultants, etc.) (1 point)

Demonstration of this competency could be met in a variety of ways. Some potential methods include: training of staff using the EPA tools for schools' materials, partnering with an outside agency to survey schools, testing performed by outside agencies, internal documents of building investigations, appropriate maintenance records for air-handling equipment, etc.

25) The district acts to ensure safe potable water. (Depending on water system, the district takes appropriate measures to ensure the safety of water used for drinking or cooking.) (1 point)

If the district is managing any aspect of its water supply and/or sewerage, please submit appropriate certifications of either in-house staff or contracted service staff that handle these duties.

If municipal authorities manage all systems, please state accordingly and describe what point source testing has been performed to assess the plumbing delivery system, or rationale for no point source testing.

Submit copies of testing for lead in water to demonstrate compliance with Act 39 or 2018



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26) Describe the district's programs for recycling and procedures for the disposal of hazardous materials. (1 point)

Whether through municipal programs or contracted sources describe the methods and materials that the district recycles in its standard trash disposal program. Include both methods for collection within the building and also methods of delivery to appropriate transfer stations (private or public haulers, etc.) Any documented quantities of recycled materials could be included here. Also include disposal procedures for items such as; computers, lab chemicals, fluorescent lamps, health room waste, etc.

27) The district's facility department participates and provides leadership in a comprehensive security management program. (1 point)

This is a broad topic that will be handled differently depending on the size and location of the district. In order to demonstrate competency in this area the applicant could provide items such as; the provide evidence you have provided an Emergency Operations Plan to county emergency management, a master key tracking program, provisions for electronic access control, distribution and tracking of photo ID badges, and protocol for responding to security calls.

28) Workplace safety is managed effectively. (1 point)

The district will submit documentation of a certified safety committee (or verification of self-insured status) and also detail the facility department's role on that committee and/or in workplace safety. Additionally, if not included as a safety committee activity, checklist and frequencies should be submitted for the buildings and grounds inspections.

Area 7 – Benchmarking and Data Management

29) The district will show energy benchmarking via "Energystar" or some other comprehensive method. (1 point)

Demonstrate that utility data is managed appropriately. Potential methods for demonstrating this competency could be a recent "Portfolio Manager-Building List" from "Energystar," showing all district buildings, a district generated spreadsheet or database, or a purchased system such as is available through "Brightly." Please include reports that would indicate that the data keeping is comprehensive and current, and any examples of how the data is used.

30) The district will show current custodial staffing and how levels are determined. (Either PASBO formula, some other formula, or district criteria.) (1 point)

This competency could be demonstrated through a variety of methods; however, the district must submit its current custodial staffing levels and the method by which those levels are determined. Acceptable methods for custodial allocation include PASBO generated formulas, formulas generated by other professional organizations, and/or district generated criteria.



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31) The district will submit an inventory of building data, including at minimum, square footages, date of construction, age and types of roofs, and renovations. (2 points)

A comprehensive inventory is required. The application should include a spreadsheet of buildings with critical data on the age, size and condition of major components. More exhaustive inventories of mechanical equipment, such as unit-ventilators, etc., should be mentioned but not included with the application.

32) The district will demonstrate an effective method for managing inventories and supplies. (1 point)

The district will show how it purchases, warehouses, delivers and inventories supplies. Depending on the size and policies of the district these could vary widely; however, some management of these items should be demonstrated. Purchased systems such as is available through “Brightly,” could be used, or district generated procedures and reports may be appropriate.

33) The district may choose to submit any exemplary practices employed that may not be evident in the previous questions. (1 point)

Many facility departments are aggressively striving for continuous improvement. Some of these practices may not be easily quantified with this application process. If desired the district may choose to submit evidence to any additional practices, improvements or leadership development of its facilities staff. Any information in response to this question should be new and different from items submitted for questions 1 through 31.



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SIGNATURE PAGE: Please attach a signed copy of this page with your application.

Certification

The undersigned attest that the information included in this application and all submittals are true and accurate.

Chief School Administrator

Print Name _____

Signature _____ Date _____

Chief School Business Official

Print Name _____

Signature _____ Date _____

Facilities Department Leader

Print Name _____

Signature _____ Date _____