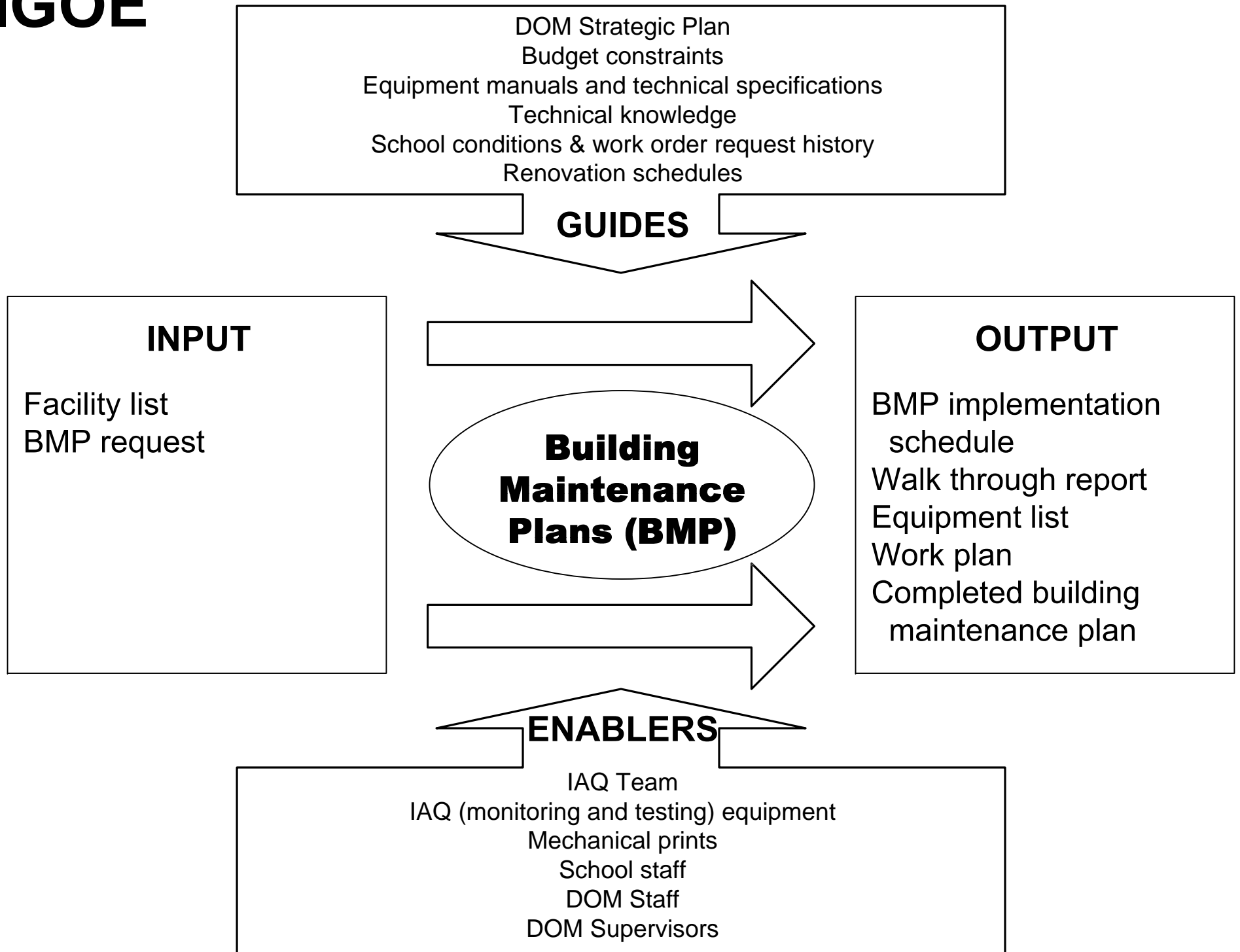


IGOE



Process for Building Maintenance Plans (BMP)

Updated: July 16, 2009

PURPOSE:

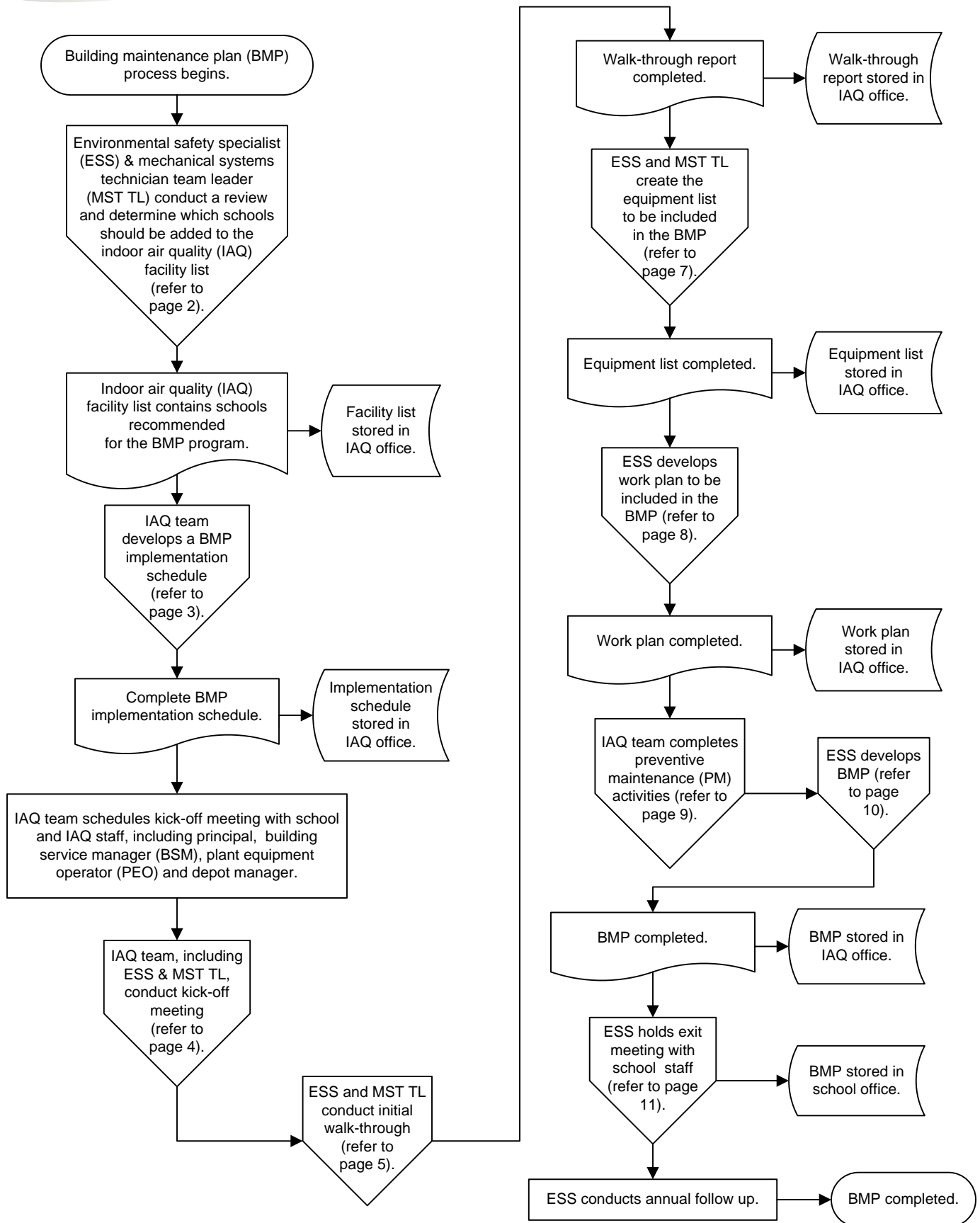
To describe how schools receive a building maintenance plan (BMP) and how BMPs are developed and implemented to improve the indoor air quality in a building.

PROCESS SUMMARY:

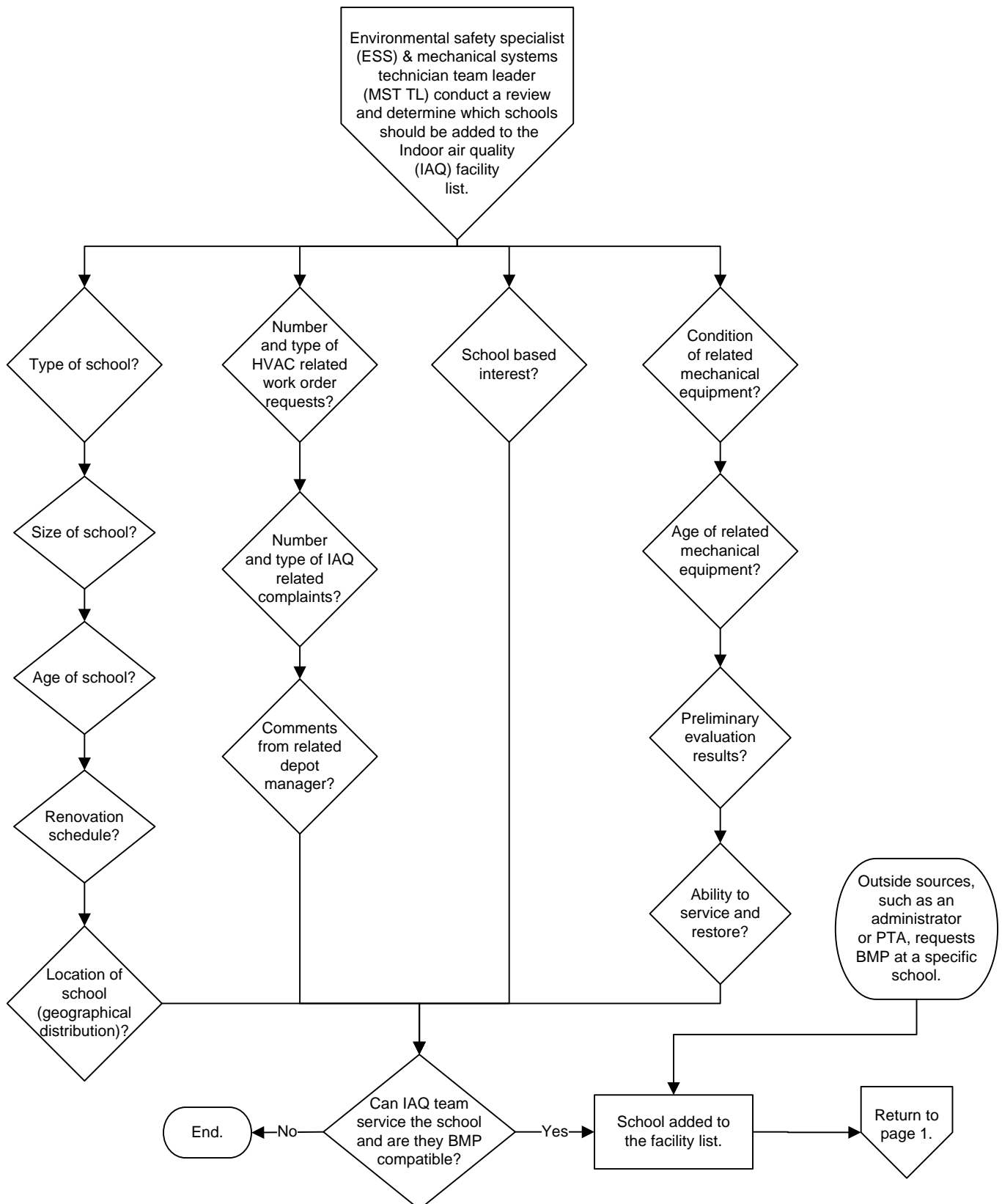
- Environmental safety specialist (ESS) & mechanical systems technician team leader (MST TL) conduct a review and assessment to determine which schools should be added to the building maintenance plan (BMP) facility list.
- IAQ team develops a BMP implementation schedule based on the time of year, seasonal requirements, work required, available resources and compatibility with the school schedule.
- IAQ team schedules and conducts a kick off meeting with the school and IAQ staff to introduce and explain the BMP program and requirements, to discuss any current problems and issues and to address any questions or concerns.
- IAQ team, including the ESS and MST TL, conduct an initial walk-through at the school to gather equipment, ventilation, temperature, humidity and other data that will help them to evaluate the current indoor air quality, identify issues and problem areas, and develop the most effective work plan and preventive maintenance schedules.
- ESS and MST TL create an equipment list detailing all HVAC units and related service zones. The completed list is reviewed with the building service manager (BSM) and added to the BMP for future reference.
- ESS develops and distributes a work plan to school, school plant operations (SPO) and IAQ staff that details the current and future work required and recommended to improve the indoor air quality within the building. The work plan also includes recommendations for ongoing preventive maintenance schedules.
- Mechanical systems technicians (MSTs) and electricians complete and document their portion of the work in the work plan. They also complete the initial preventive maintenance activities to unit ventilators, air handlers, exhaust systems, air compressors, and other ventilation equipment.
- MSTs, ESS and MST TL coordinate other corrective work with other units, including energy management and the maintenance depots.
- ESS completes indoor air quality survey to determine the effectiveness of the work completed, consolidates all documentation and completes the written BMP.
- ESS conducts an exit meeting and presents the BMP to school staff.
- ESS conducts an annual follow up and evaluates the effectiveness of the BMP.

Process for Building Maintenance Plans (BMP)

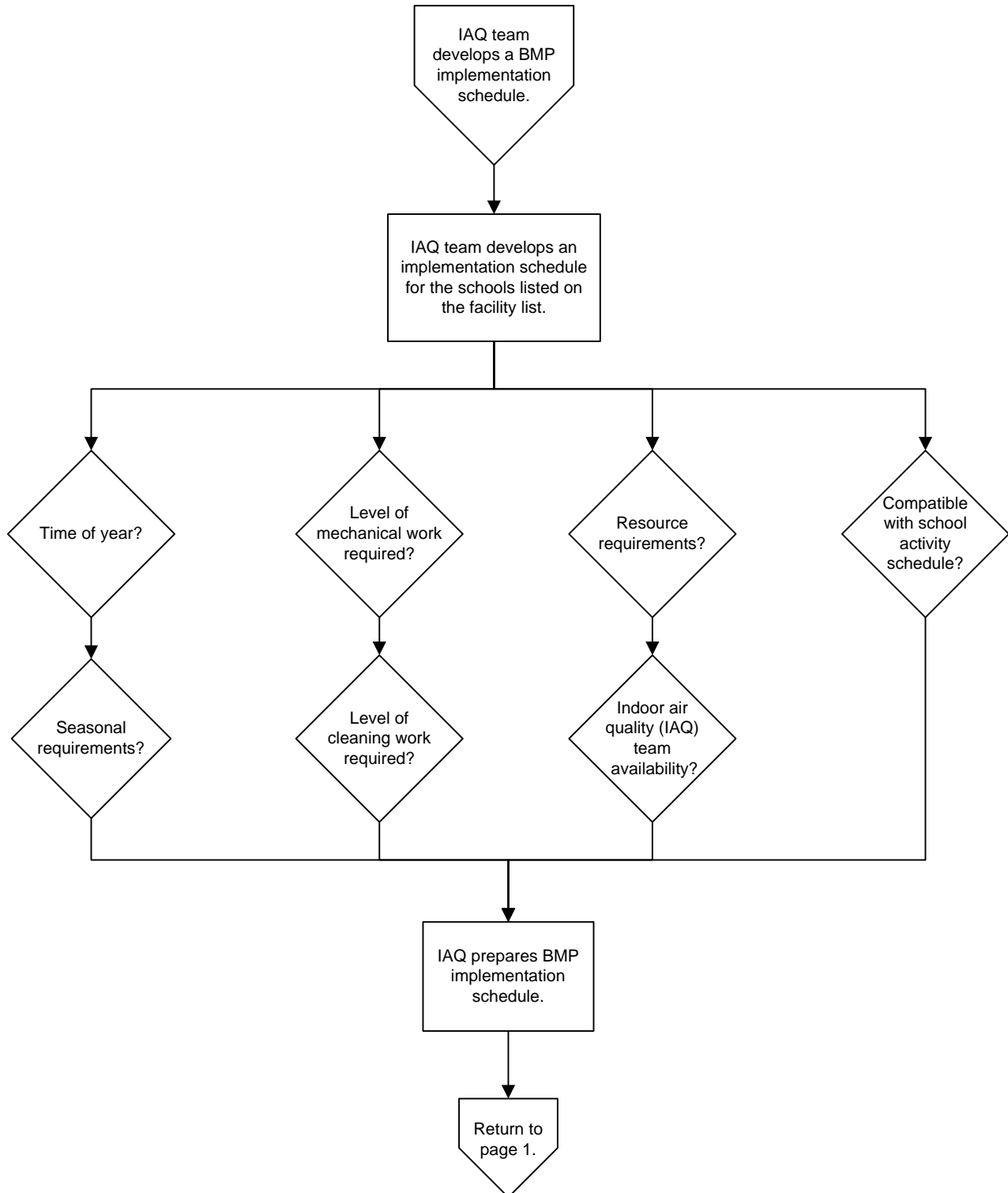
Updated: July 16, 2009



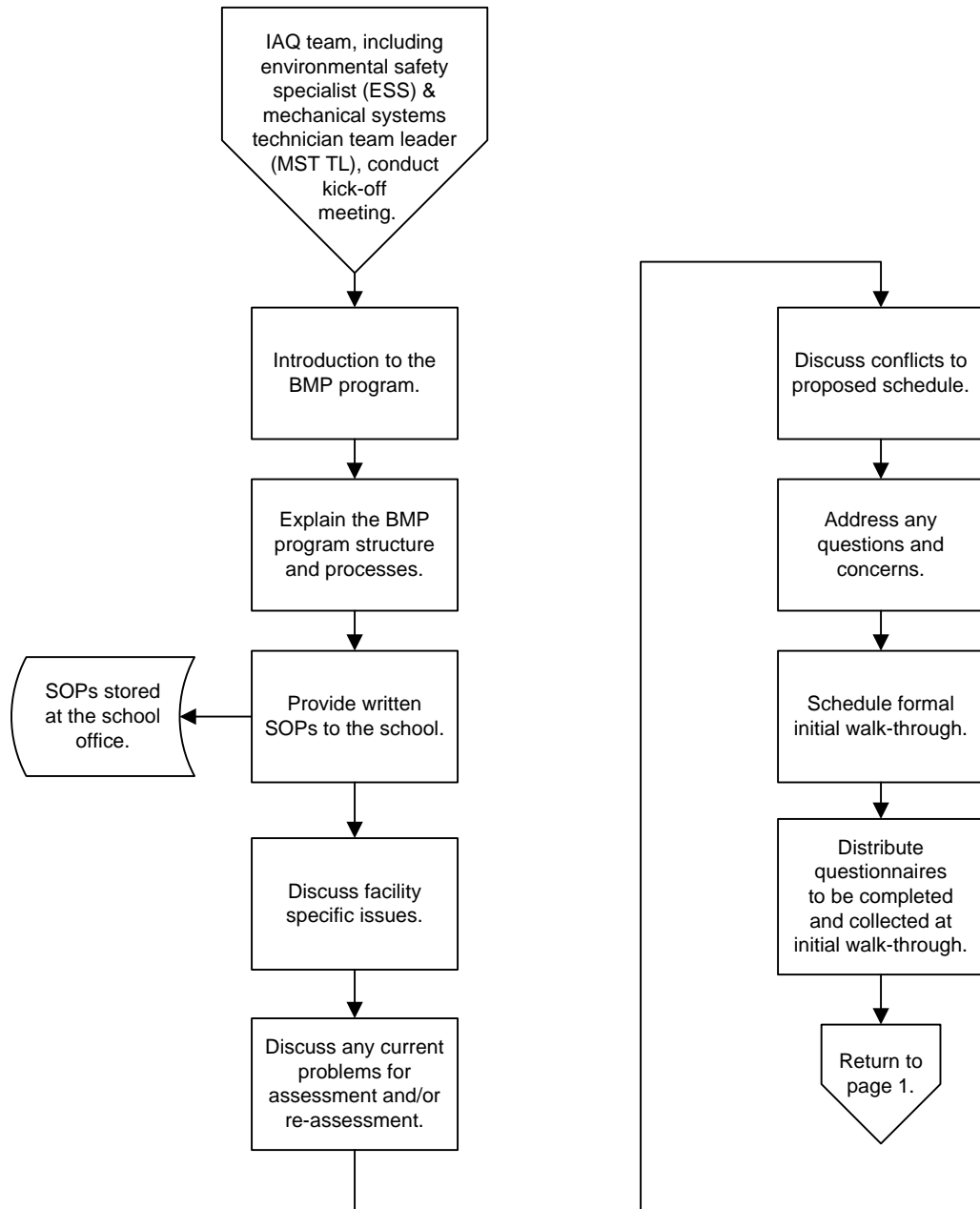
Process for Building Maintenance Plans (BMP) Facility List



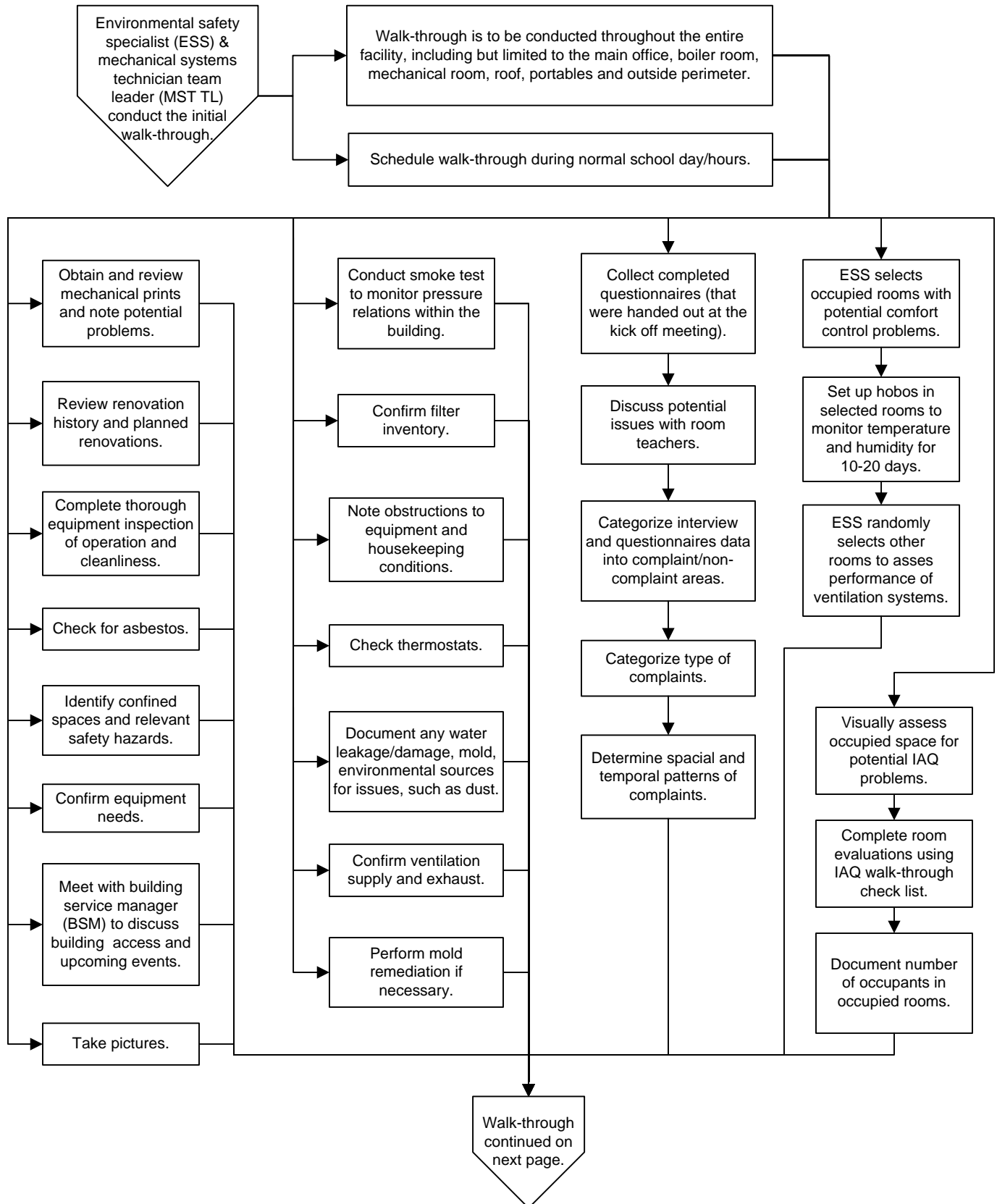
Process for Building Maintenance Plans (BMP) Implementation Schedule



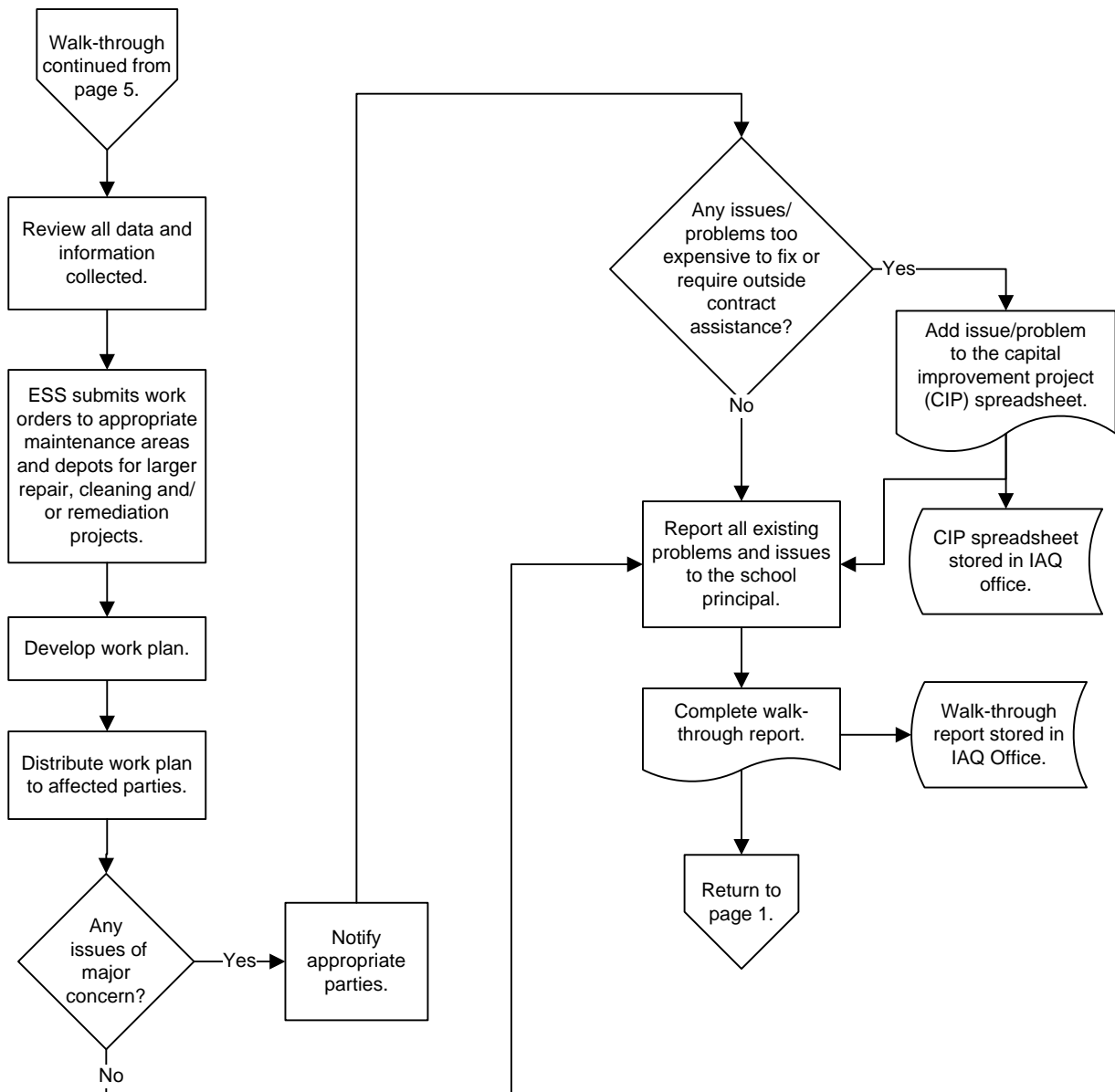
Process for Building Maintenance Plans (BMP) Kick Off Meeting



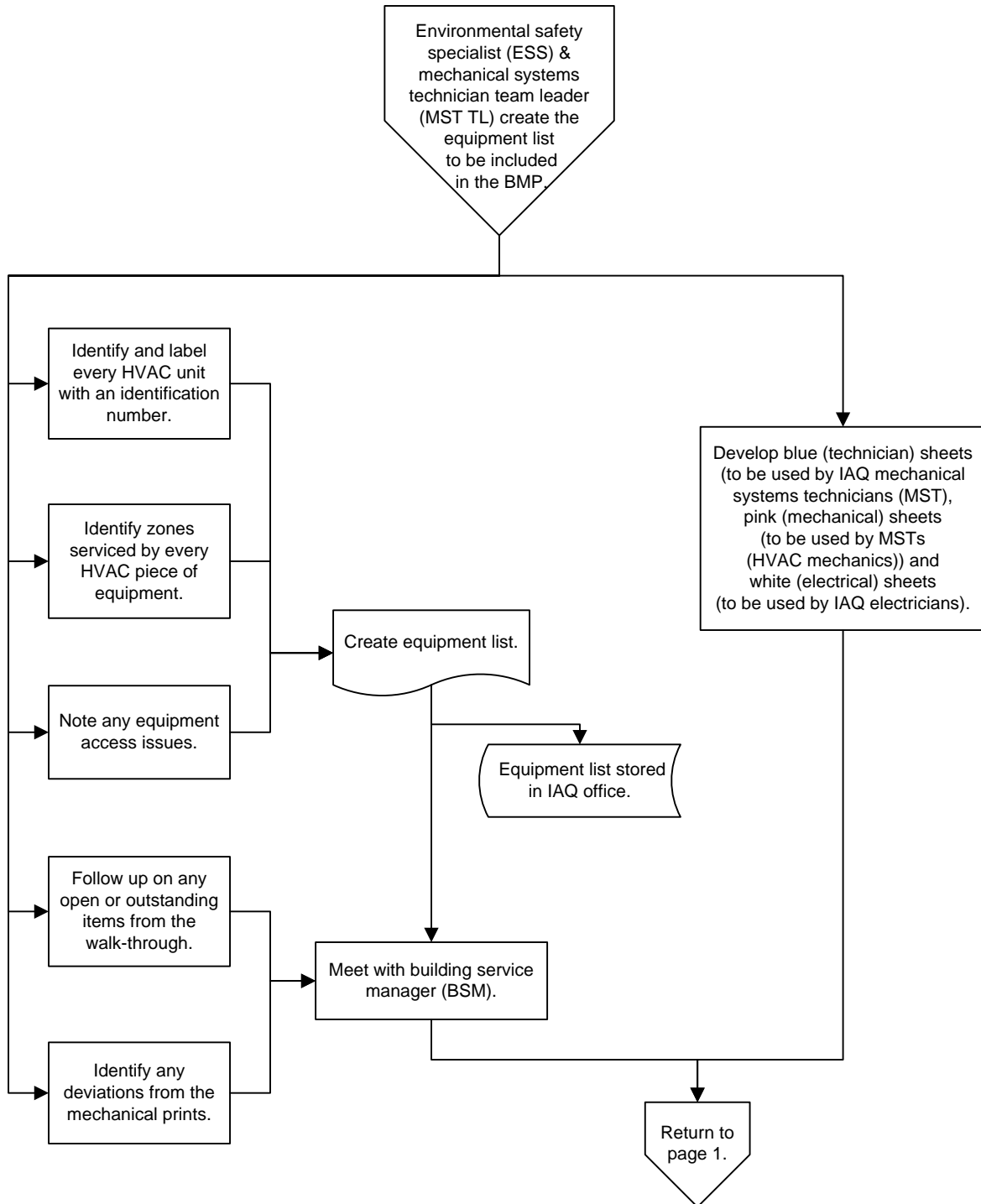
Process for Building Maintenance Plans (BMP) Initial Walk-Through



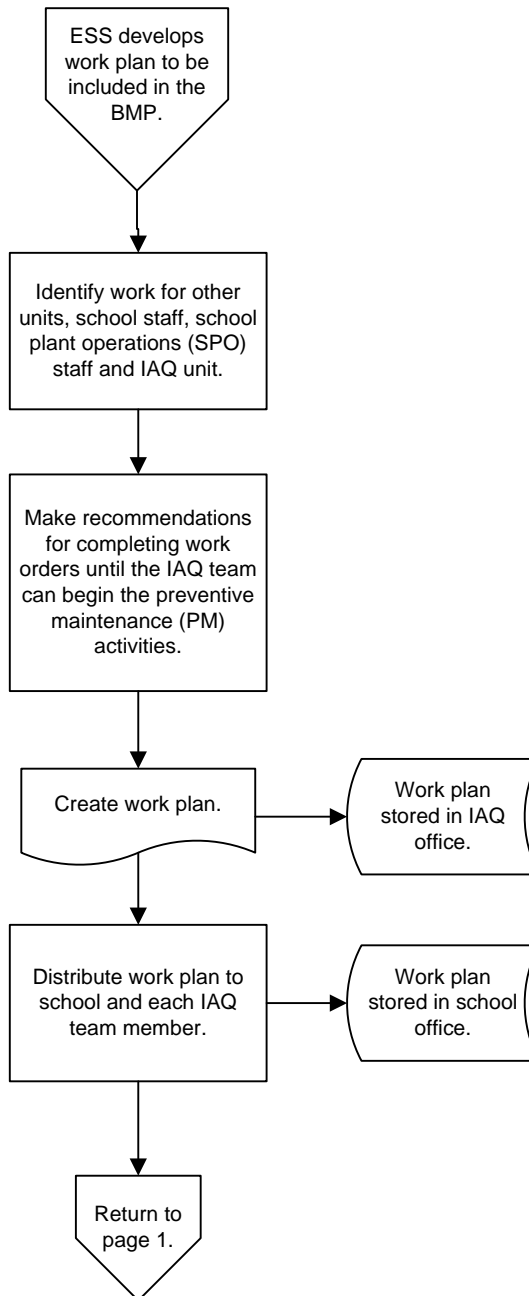
Process for Building Maintenance Plans (BMP) Initial Walk-Through - continued



Process for Building Maintenance Plans (BMP) Equipment List

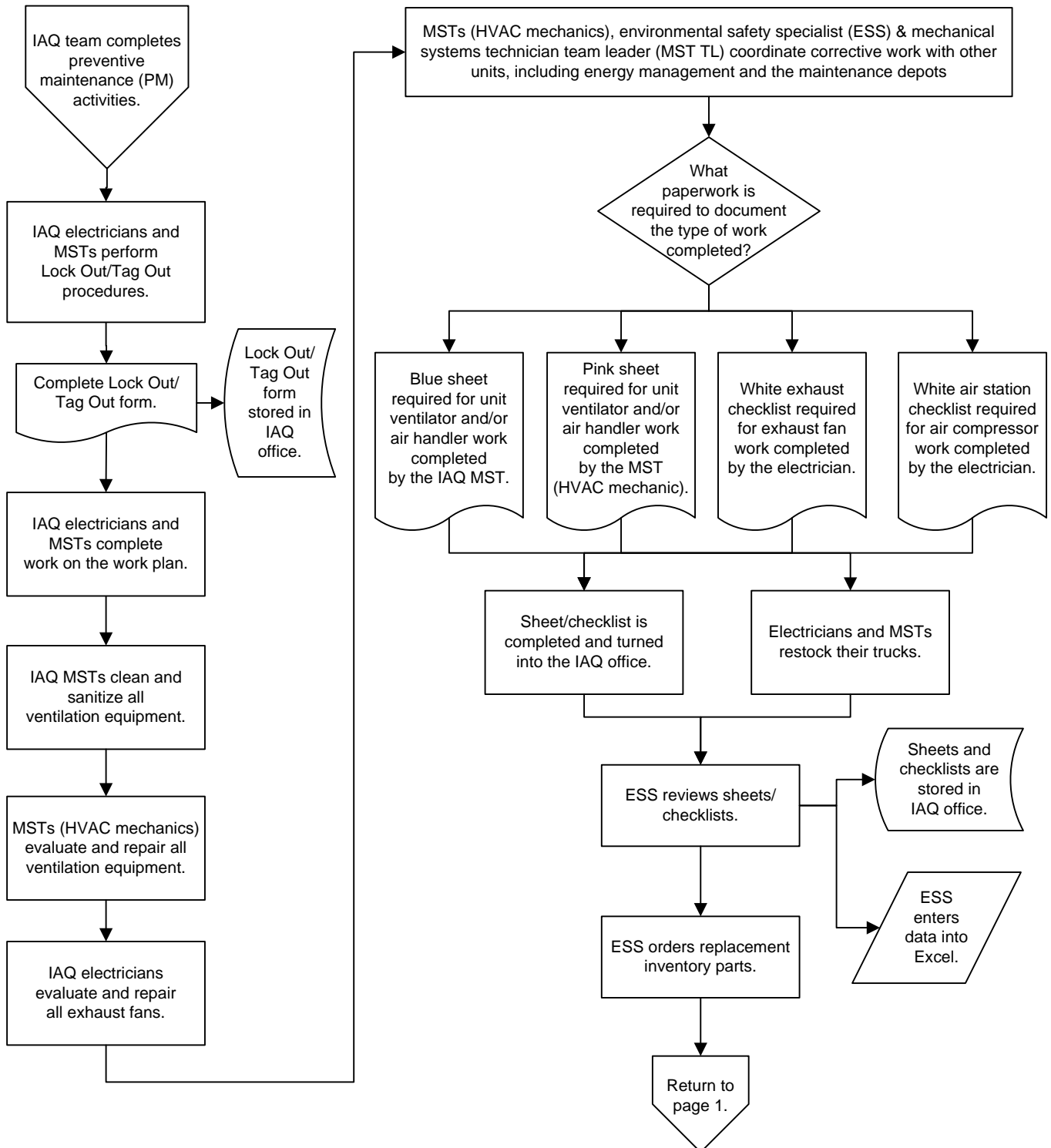


Process for Building Maintenance Plans (BMP) Work Plan



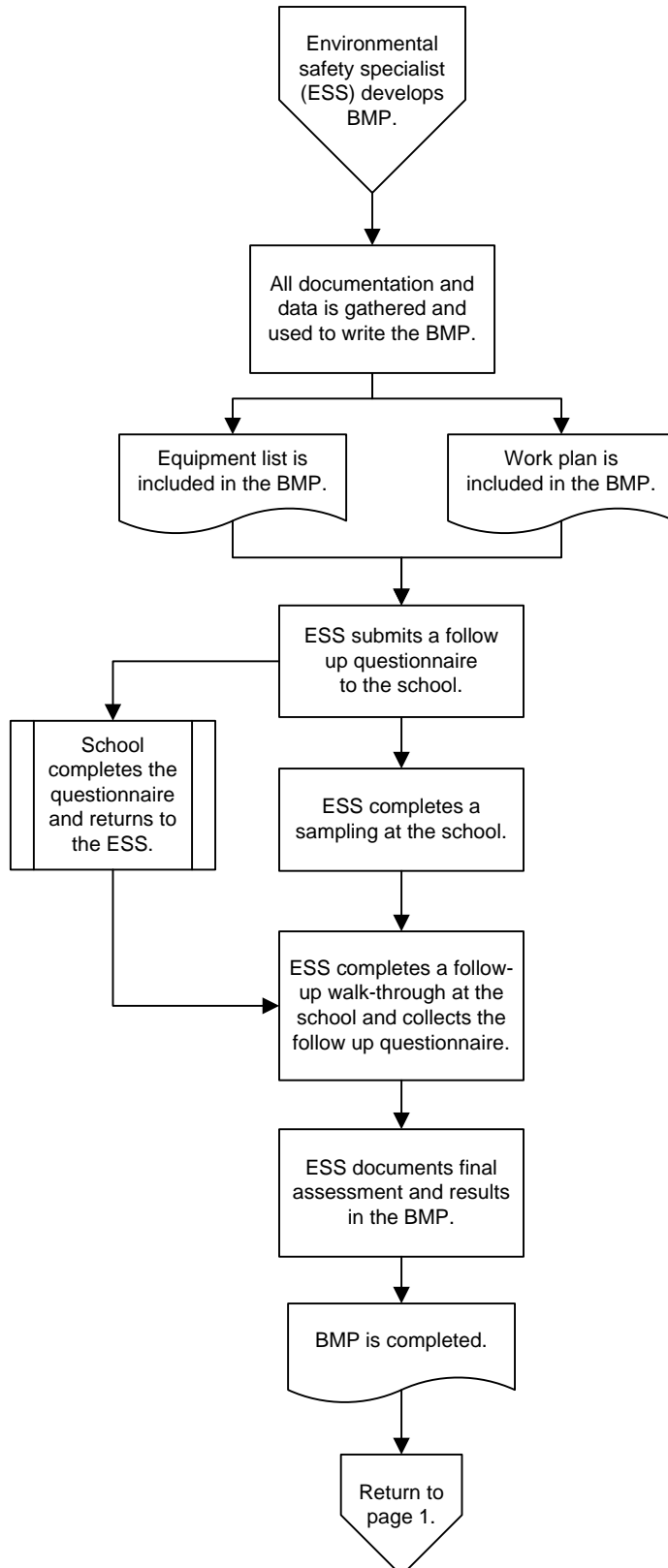
Process for Building Maintenance Plans (BMP)

Preventive Maintenance (PM) Activities



Process for Building Maintenance Plans (BMP)

BMP Developed



Process for Building Maintenance Plans (BMP) Exit Meeting

