



School Facility Inspections, Maintenance, and Property Insurance

Division of Public School Academic Facilities and Transportation

February 2024

Arkansas Code § 6-21-813

School Facility Inspections – Division Responsibilities

The Division of Public School Academic Facilities and Transportation shall:

- (a) **Conduct random unannounced on-site inspections (*Onsite Inspections*)** of all academic facilities to ensure compliance with the school district's facilities master plan and, if applicable, the school district's facilities improvement plan in order to preserve the integrity of and extend the useful life of public school academic facilities and equipment across the state.
- (b) **Submit reports** regarding its on-site inspections of academic facilities to the Commission for Arkansas Public School Academic Facilities and Transportation.
- (d) **Work with state agencies and commissions requesting inspection assistance** for those areas in which the state agency or commission has primary responsibility to conduct lawfully required inspections.
- (e) Work with school districts, state agencies, and state commissions to **ensure that all lawfully required inspections of academic facilities are performed (*State Mandated Inspections*)**
- (f) Work closely with the school district and the appropriate state agency or commission, if an inspection or code violation is reported in the course of an inspection or re-inspection, to **ensure the violation is remedied within thirty (30) days** of the date the inspection or code violation is reported or as soon as reasonably possible thereafter.

Onsite Inspection Items

8. Corrective Maintenance / Preventative Maintenance items observed:

(Checked = Visual inspection of system or component, N/A = Not Applicable, N/C = Not Checked)

Checked	Roofs System/Component Appears OK	Type of Roof: Metal
Checked	Exit Lights System/Component Appears OK	Checked Plumbing System/Component Appears Ok
Checked	HVAC System System/Component Appears OK	Checked Fire Safety System/Component Appears Ok
Checked	Hot Water Boilers & Heaters System/Component Appears OK	Checked Electrical System System/Component Appears Ok
Checked	Doors / Windows System/Component Appears OK	Checked Interior / Exterior Lighting System/Component Appears Ok
Checked	Emergency Lighting System/Component Appears OK	Checked Floor Coverings System/Component Appears Ok
Checked	Grounds Maintenance System/Component Appears OK	Checked Fire Extinguishers System/Component Appears Ok
Checked	Kitchen / Equipment System/Component Appears OK	Checked Fire Alarm System/Component Appears Ok
N/A	Playground Equipment	N/A Stairwells
Checked	Fire Sprinkler Systems System/Component Appears OK	N/A Athletic Field Maintenance
N/A	Elevators & Wheelchair Lifts	Checked Kitchen Hood Vent / Suppression Systems
Checked	Interior / Exterior Finishes System/Component Appears OK	Checked Masonry & Concrete Building Exteriors System/Component Appears Ok
N/A	Shop Equipment	Checked Sidewalks, Driveways, Parking & Paved Play System/Component Appears Ok
Checked	Marked Parking Lots, ADA Compliance, Fire Lanes, Bus / Car Unloading Areas System/Component Appears OK	
9. Custodial (Include Equipment and Storage)		
Checked	Storage Areas System/Component Appears OK	Checked Restrooms System/Component Appears Ok
Checked	Hallways / Classrooms / Offices System/Component Appears OK	N/A Gymnasiums / Locker Rooms

Arkansas Code § 6-21-813

State Mandated Inspections – District Responsibilities

(e)(1) All lawfully required inspections of academic facilities include without limitation scheduled, unscheduled, or emergency inspections of or concerning:

- a. Boilers
- b. Electrical systems
- c. Heating, ventilation, and air conditioning systems
- d. Natural gas piping systems
- e. Liquid propane gas systems
- f. Plumbing systems, including without limitation reduced pressure zone valves
- g. Indoor air quality systems
- h. Fire prevention
- i. Elevators
- j. Occupational safety and health issues
- k. Water wells
- l. Asbestos, and

Examples of State Mandated Inspections that the DPSAFT may assist with upon request pursuant to Arkansas Code § 6-21-813(d)

RESPONSIBLE PARTY	SYSTEM	FREQUENCY	CODE SECTION OR REGULATION
PUBLIC SCHOOL	Fire Extinguishers	Monthly	AFPC, Vol. 1, Section 906.2 & NFPA 10
	Asbestos Program	6 Month	US EPA AHERA Plan
		3 Year	US EPA AHERA Plan
FIRE MARSHAL	Fire Safety	6 Month	A.C.A. § 6-21-106
	Fire Alarm	Annual	AFPC, Vol. 1, Table 901.6.1, & NFPA 72
	Fire Sprinkler	Annual	AFPC, Vol. 1, Table 901.6.1, & NFPA 25
	Fire Extinguisher	Annual	AFPC, Vol. 1, Section 906.2 & NFPA 10
	Kitchen Suppression – Wet Chemical	6 Month	AFPC, Vol. 1, Section 904.5-904.5.1 & NFPA 17A
	Kitchen Suppression – Dry Chemical	6 Month	AFPC, Vol. 1, Section 904.6-904.6.1 & NFPA 17
	Natural Gas	Annual	A.C.A. 17-38-201(a)(6)(A)
HEALTH DEPARTMENT	Food Service	6 Months	Food Establishment Regulations, Section 8-401.10 page 165
	Back-flow Prevention	Manufacturer's instructions	Arkansas Plumbing Code (2018) 312.10.1

RESPONSIBLE PARTY	SYSTEM	FREQUENCY	CODE SECTION OR REGULATION
LABOR DEPARTMENT	Hot Water Boilers	HP - Annual	A.C.A. § 20-23-203
		LP External - Annual	
		LP Internal - 3 Year	
		Unfired Pressure Vessel - 2 Year	
	Elevator	Annual	A.C.A. § 20-24-112(a)(3)(A)(i)
ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY	Sewage Treatment	District staff check daily -	ADEQ policy –
		5 Years	NPDES 40-1-D-122.46
	Fuel & Oil Tanks	3 Year	APC&EC Regulation 40-CFR 280.35 (a)(1)(ii)(1)- Spill bucket testing and (2) Overfill device testing, 40 CFR 280.35 (a)(2)- Monthly walk through inspections: 40 CFR 280.36

* Charter schools are required to provide a copy of all inspections to qualify for charter facilities funding. *Arkansas Code § 6-23-908(c)*

School Facility Maintenance

- Arkansas Code § 6-21-808(d) requires districts to “dedicate nine percent (9%) of its foundation funding exclusively to payment of utilities and costs of custodial, maintenance, repair, and renovation activities, which include related personnel costs, for public school facilities.”
- Arkansas Code § 6-21-808(c) requires districts to use the state’s computerized management maintenance system (Operations Hero).
 - School district use of the computerized management maintenance system shall include without limitation:
 - (1) Entering and tracking all reactive and preventative maintenance work;
 - (2) Entering preventative maintenance schedules for academic and nonacademic facilities' systems;
 - (3) Documenting completed reactive and preventative maintenance work; and
 - (4) Scheduling state-mandated inspections as required under § 6-21-813(e);

School Facility Property Insurance

- CAPSAFT Rules Governing the Academic Facilities Partnership Program (2023), Sec. 5.07, states: “Every academic facility must be insured and remain insured for 100% of replacement cost to be eligible for state financial participation.”
- CAPSAFT Rules Governing Property Insurance Requirements (2007), Sec. 4.02, states: “Each school district shall ensure that coverage shall be provided for all school district buildings, structures, and business personal property at each described location and identified on a statement of values unless otherwise scheduled. Any school district building, structure or business personal property not insured for at least 90% of replacement cost shall not be eligible, for purposes of facility assistance, for any state facility funding assistance administered by the Arkansas Commission for Public School Academic Facilities and Transportation.