



## Planning Guide for Maintaining School Facilities



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The *Planning Guide for Maintaining School Facilities* was prepared to help school facilities managers plan for efficient and effective operations. It provides practical advice on a range of topics, including how to do a facilities audit to know what you have, planning for maintenance that will ensure smooth operations and avoid costly surprises, managing staff and contractors, and evaluating maintenance efforts.

This *Guide* is designed for staff at the local school district level, where most facility maintenance is planned, managed, and carried out. This audience includes school business officials, school board members, superintendents, principals, facilities maintenance planners, maintenance staff, and custodial staff. The document is also relevant to the school facilities interests of state education agency staff, community groups, vendors, and regulatory agencies.

The *Planning* has been developed to help readers better understand why and how to develop, implement, and evaluate a facilities maintenance plan. It focuses on:

- school facility maintenance as a vital task in the responsible management of an education organization;
- the needs of an education audience; and
- strategies and procedures for planning, implementing, and evaluating.

The document offers recommendations on the following important issues, which serve as chapter headings:

- Introduction to School Facilities Maintenance Planning
- Planning for School Facilities Maintenance
- Facilities Audits (Knowing What You Have)
- Providing a Safe Environment for Learning
- Maintaining School Facilities and Grounds
- Effectively Managing Staff and Contractors
- Evaluating Facilities Maintenance Efforts

This publication is available electronically at [http://nces.ed.gov/forum/pub\\_2003347.asp](http://nces.ed.gov/forum/pub_2003347.asp). Instructions for ordering print copies are also available on the National Forum on Education Statistics website.

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