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BUILDING SCIENCES™

How to Create, Maintain, and Update a 10-Year Plan



Introductions

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Creating a 10-Year Plan

- **10-Year Health & Life Safety Survey Report**
- **Annual Health and Health & Life Safety Walkthrough Reports**
- **Professional Facility Inspection**
- **Accessibility Audit**
- **Equipment Audit**
- **Create a Spreadsheet that List Items**



Creating a 10-Year Plan

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- **10-Year Health & Life Safety Survey Report**
 - Prioritize
 - Urgent Items
 - Present an immediate hazard to the safety of students.
 - Corrected Within 1 Year
 - Required
 - Necessary for a safe environment but present less of an immediate hazard to the safety of students.
 - Corrected Within 5 Years



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Creating a 10-Year Plan

Annual Health and Health & Life Safety Walkthrough Report

- Regional Office Violation Report
- Fire Marshall Violation Report



Creating a 10-Year Plan

Professional Facility Inspection

- Outside contractor

Accessibility Audit

- ADA Compliance Report

Equipment Audit

- Asset Tag
 - Useful Life
 - Preventative Maintenance
- Lights and Automation

Create a Spreadsheet that List Items

- Prioritize items
- Identify items on the list
- Identify estimated cost
- Create a transparent process



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Maintaining a 10-Year Plan

Work with CFO, CSBO, Business Manager and/or Whomever is over Budgeting

- The 1st five years should be funded and/or identified within the five-year projection
- The 2nd five years identifies needs and provide a cost estimates

Identify Overlap of Projects

- Work with your architect to identify overlapping projects

Annual Review of Living Document

- This should be done with your facilities committee
 - If you don't have one create one
- Update with new items
- Update priority
- Update items completed
- Identify completed overlapping items
- Share updated 10-year plan with stakeholders



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Any Questions?

Thank You!



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