

## ***XX. District MAG 5 Year Assessments and Inspections***

Per A.R.S. §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. §41-1033 for a review of the statement.

**A.** School building assessment policy is to comply with the following statutes and rules to ensure that all districts maintain their facilities in compliance with the State's building adequacy standards prescribed in A.R.S. § 41-5711 (the "Minimum Adequacy Guidelines") 7A.A.C.6, and E.O.2023-14. All school district buildings are inspected as required by statute, by either conducting inspections, contracting for third-party inspections, or certifying districts' self-inspections. (Adopted October 4, 2023)

1. The Division shall inspect or contract with qualified outside personnel not employed by the school or school district being inspected to inspect all public school buildings in the State not less than once every five (5) years as required by A.R.S. § 41-5702(A)(3). Qualified personnel have 5 years experience or more in school facilities maintenance, design, assessment, or construction, or a combination thereof.

2. Inspections required to be completed shall be conducted in person by employees of the Division or by qualified third party professionals with whom the Division has contracted, or a combination thereof, to be determined by the Division Facilities Assessor.

3. Preventive Maintenance Inspections, building square foot verification, and/or District MAG 5-Year Assessments may be conducted at the same time to minimize the number of site visits.

### **B. District MAG 5-Year Assessment ("inspection")**

The Division completes District MAG 5-Year Assessments to document the status of school districts in complying with Minimum Adequacy Guidelines in their school facilities. The Division will maintain a list of districts and identify districts on a 5-year cycle to be inspected as part of a regular 5-year assessment. The inspection cycle will be posted online.

1. Schedule

Assessments may be scheduled throughout the calendar year.

2. Resources and Tools

District MAG 5-Year Assessments are completed utilizing standard Division protocols, professional tools and resources to document observable compliance with the Minimum Adequacy Guidelines in the school facilities/buildings. The Division may utilize reports from District EMS systems, or other district technical reports with data fields utilized in the District 5-Year MAG Assessment to complete the assessment.

3. **Observable Building Systems**

The assessment is limited to visually observable conditions and does not include structural analysis of buildings, or otherwise unobservable building systems requiring disassembly, demolition, specialized training, professional stamps, or highly specialized equipment not possessed by the Division.

4. **Documentation**

District MAG 5-year assessment will include documentation of the following:

- 1) Building square footage for verification and update of the district building inventory
- 2) Field observations on the status of observable building systems
- 3) Fire Marshall and Health Dept. Reports
- 4) District Roof inspection protocol per A.R.S. 15-342.01

5. **Post Assessment**

District MAG 5-year assessments follow up in the form of determinations, referrals to technical assistance, and/or guidance will be provided to the district in an official exit letter from the Division stating the final outcome and determinations of all assessments and inspections within 30 days of completion. The exit letter to the district concludes the Division process of completing District MAG 5-year assessments. Assessment reports will be shared with the Board as Division reports, or in staff recommendations to the Board.

6. **Waiver**

Districts due to complete a District 5-Year MAG assessment may seek a waiver from the Division if such school facilities have been inspected within the immediately preceding three years and a report of such inspection is provided to the Division. The Division may exercise its reasonable discretion to accept or deny such a waiver request provided that the reported inspection otherwise satisfies A.R.S. § 41-5703(A)(3).

7. **Annual Reporting**

Within thirty (30) days after the conclusion of each calendar year, the Division shall deliver a report to the Governor, and the Legislature the number of school facilities inspected by the Division or agents of the Division in such calendar year.

**C. Preventive Maintenance Inspections (“PM Inspections”)**

Statute requires 20 districts to be inspected every 30 months. PM inspections are to verify and document district PM plans and PM statements submitted as district annual reporting requirements to the School Facilities Division, and to visually verify that preventive maintenance is being performed by the district. During inspections, district PM Reports will be verified with an on site visit. A.R.S. 41-5731 requires districts to submit a preventive maintenance plan to be eligible to receive monies from the Building Renewal Grant fund.

**D. Virtual Assessment**

Virtual Assessments may be conducted for health and safety reasons upon Division determination.