

# Comprehensive Facilities Team Checklist

## for Schools and Universities



### Instant Access to Facility Data for Improved Efficiency and Safety

#### 1. General Facility Management

- Regularly inspect all facilities to ensure they meet safety and operational standards.
- Establish and adhere to preventive maintenance schedules for all equipment and infrastructure.
- Identify and track deferred maintenance tasks to prevent future issues.

#### 2. Document Management

- Store all facility-related documents (O&M manuals, compliance certificates, etc.) in a centralized, digital repository.
- Ensure that critical documents are accessible instantly through mobile devices and QR code scanning.
- Maintain logs of document updates and changes for accurate record-keeping.

#### 3. Emergency Preparedness

- Develop and regularly update emergency plans for various scenarios (fire, natural disasters, active shooter, etc.).
- Ensure emergency plans are instantly accessible via mobile devices for quick reference during emergencies.
- Conduct regular training sessions for staff & students on emergency procedures.

#### 4. Equipment Management

- Maintain an up-to-date inventory of all equipment, including specifications, maintenance history, and operational status.
- Use real-time tracking to monitor equipment conditions and performance.
- Set up alerts for upcoming maintenance tasks and inspections.

#### 5. Compliance and Audits

- Ensure all facilities comply with local, state, and federal regulations.
- Keep all compliance documents and records readily accessible for audits.
- Utilize digital records for easy access and quick retrieval during compliance checks.



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### 6. Space and Asset Management

- Monitor and optimize space utilization across the campus.
- Track the location and condition of all assets in real-time.
- Manage the lifecycle of assets from acquisition to disposal.

### 7. Energy Management

- Conduct regular energy audits to identify areas for improvement.
- Implement sustainability initiatives to reduce energy consumption and costs.
- Use monitoring systems to track energy usage and identify inefficiencies.

### 8. Project Management

- Plan and manage facility-related projects efficiently, from renovation to new construction.
- Ensure projects adhere to timelines and budget constraints.
- Use collaboration tools for effective communication among project stakeholders.

### 9. Health and Safety

- Conduct regular safety inspections to ensure a safe environment for students and staff.
- Implement a system for reporting and addressing safety incidents.
- Develop and enforce health protocols, especially in response to pandemics.

### 10. Technology Integration

- Utilize facility management software like ARC Facilities for streamlined operations.
- Ensure all facility data is accessible via mobile devices for on-the-go management.
- Use data analytics to gain insights into facility operations and make informed decisions.



### Additional Resources:

- Review success stories of other schools and universities using ARC Facilities.
- Enroll in training programs to maximize the benefits of ARC Facilities software.
- Utilize support services for any technical or operational issues.

**By following this comprehensive checklist, schools and universities can ensure their facilities are safe, efficient, and compliant, ultimately creating a better environment for learning and growth. Additionally, here are:**

### 10 Tips for Effective Facility Management in College (ARC Facilities)