

CORRECTIVE ACTION PLAN
INTERNAL AUDIT REPORT ON FACILITIES MAINTENANCE & CAPITAL
PROJECTS
June 30, 2025
AUDIT FIRM – R.S. ABRAMS

CAPITAL PROJECT EXPENDITURES

Procedure Performed: We selected a sample of twenty-five (25) cash disbursements from the District's capital projects fund expenditure detail report during the period of July 1, 2023 to February 28, 2025 to verify the following:

- The invoice was approved for payment by the architect, appropriate District personnel, and the District's internal claims auditor.
- The original contract amount, and rates for labor and materials agreed to the bid submitted by the contractor.
- Prevailing wage compliance is ensured through certified payroll submissions.
- The District had a Board approved contract on file for the contract which specified that the work must be performed in accordance with the architect's specifications, the timeline to complete the work, the insurance requirements with which the contractor must comply, and any performance bonds required by the District.
- The District obtained a current certificate of insurance from the contractor which lists the District as an additional insured.
- The expenditure was charged to the correct project.
- The total change orders per the American Institute of Architects (AIA) invoice agrees to the total change orders per the District provided change order listing.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

CHANGE ORDER COMPLIANCE

Procedure Performed: We selected a sample of eleven (11) change orders during the period of July 1, 2023 through February 28, 2025 to verify the following:

- The change order was approved by the Board prior to the commencement of work.
- The change order form was approved by the architect and Board president.
- The total approved change orders for the contractor did not exceed \$35,000, in accordance with General Municipal Law §103 governing competitive bidding requirements.
- The District did not issue multiple smaller change orders to the same contractor to circumvent the approval process for larger change orders.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

CONTRACT ADMINISTRATION

Procedure Performed: We obtained the District's contract with the District's architect, and verified the following:

- The contract was signed by both the architect and the Board president.
- The contract was current.
- The contract specified the following:
 - The architect is responsible for supervision of the project as required by Subdivision 3 of Section 7209 of the Education Law. All plans, specifications, and reports prepared by a licensed professional engineer or registered architect must be stamped with their official seal. The seal must be affixed to documents that are filed with public officials or used for regulatory approvals. This regulation ensures that only qualified, licensed professionals take responsibility for the design and oversight of construction projects.
 - The architect's designs must be in accordance with applicable provisions of New York State Uniform Fire Prevention and Building Code and the Energy Conservation Construction Code.
 - Inspections of the construction will be performed as required by 19NYCRR444 to ensure work in accordance with the construction contract drawings and to ensure compliance with applicable provisions of the Uniform Code.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

FINAL BUILDING PROJECT REPORTS

Procedure Performed: We obtained the District's *State Aid Building Project Status Report (SA777)* report to verify the *Final Building Project Reports* had been filed timely.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

PREVENTATIVE MAINTENANCE

Procedures Performed:

- We reviewed published Board policies to ensure the District's preventative maintenance process is documented, conforms with District policies, as well as applicable regulatory requirements, and accurately reflects the current operations of the District.
- We interviewed key District personnel to obtain an understanding of the preventative maintenance processes.
- We reviewed the District's Five-Year Capital Facilities Plan for evidence of proper filing and verification that the plan was current.
- We reviewed the preventive maintenance web interface, *School Dude*, to ensure the system can:
 - Provide routine maintenance tasks, such as lubrication, cleaning, adjustments, and calibration, according to predefined schedules and specifications.
 - Conduct regular inspections of buildings, facilities, and equipment to identify potential maintenance needs, deficiencies, or safety concerns.
 - Maintain an up-to-date inventory of the District's assets, including buildings, facilities, grounds, vehicles, and equipment.
 - Maintain detailed records of maintenance activities, inspections, work orders, and service histories for each asset.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted

District Response: N/A

WORK ORDERS

Procedures Performed:

- Reviewed published Board policies to ensure the District's work order system is documented, conform with District policies, as well as applicable regulatory requirements, and accurately reflects the current operations of the District.
- Interviewed key District personnel to obtain an understanding of the work order system and processes.
- Reviewed the work order web interface to ensure the system can:
 - Generate work orders automatically or manually based on submitted maintenance requests, detailing the nature of the issue, location, priority level, and other relevant information required for task assignment and completion.
 - Assign work orders to appropriate maintenance staff, technicians, or contractors based on their skills, availability, and workload using predefined criteria, routing rules, or scheduling algorithms.
 - Track the status, progress, and completion of work orders in real-time through the work order system, providing visibility into pending tasks, assigned technicians, estimated completion times, and any delays or escalations.
 - Document maintenance activities, labor hours, materials used, costs incurred, and other relevant information associated with work orders to maintain accurate records and generate reports for performance analysis, trend identification, and decision-making.

Observation #1: We noted that the District does not have formal procedures in place to document status updates or provide reasons for delays on work orders that remain outstanding for extended periods. During our review of the work order system, we identified eight (8) medium-priority work orders that had been open for over 90 days without documented justification and should have been closed in the system as they had already been completed. We note that the District has since closed the aforementioned outstanding work orders in the CMMS, *School Dude*.

Recommendation #1: We recommend that the District establish an internal policy outlining expected completion timelines for work orders based on their assigned priority level. This policy should promote accountability by requiring regular status updates and justifications for delays. Additionally, we suggest implementing a transparent tracking system that is accessible not only to facilities department personnel but also to other stakeholders, including those submitting work order requests. This will enhance communication, improve oversight, and ensure timely resolution of work orders.

District Response: N/A

With the implementation of ML Work Orders in the 2025/26 school year, the District has created an internal process to outline and accommodate the recommended timelines, to address work tickets at each level of priority as well as status updates and delay justifications. The system is transparent where all users have degrees of access based on their roles. End users can see the status of their tickets. A Principal would as an example is able to see tickets generated in their building.

Emergency/Safety-

Evaluate and respond same day. Update daily or if immediate then sooner or identify the next update.

High Priority –

Evaluate within 24 hours. Update every 2 days or identify the next update.

Medium Priority –

Evaluate within 3 days. Update within 5 days or identify the next update.

Low Priority –

Evaluate within 1 week. Update weekly or identify the next update.

SAFETY INSPECTIONS AND COMPLIANCE

Procedures Performed:

- Reviewed published Board policies to ensure the District's safety inspections and compliance process to ensure the process is documented, conform with District policies, as well as applicable regulatory requirements, and accurately reflects the current operations of the District.
- Interviewed key District personnel to obtain an understanding of the safety work order system processes.
- Obtained copies of Certificates of Occupancy for all District owned buildings to ensure certificates were retained and are not expired.
- Reviewed fire safety inspection reports to ensure the inspections were performed during the fiscal year and verified all buildings passed inspection.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

REPAIRS AND MAINTENANCE

Procedures Performed:

- Reviewed published Board policies to ensure the District's capital asset procedures are documented, conform with District policies, as well as applicable regulatory requirements, and accurately reflect the current operations of the District.
- Interviewed key District personnel to obtain an understanding of how the District differentiates capital expenditures from repairs and maintenance.
- Sampled twenty-five (25) expenditures during the year coded to a ".400" code above \$2,000 to:
 - Determine if repair and maintenance costs above \$2,000 are capitalizable.
 - Verify capitalizable expenditures are recorded in the District's capital asset or inventory records.
 - Ensure building improvement expenditures are not incorrectly recorded as repairs and maintenance.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A

TRAINING AND SKILLS DEVELOPMENT

Procedures Performed:

- Interviewed key District personnel to obtain an understanding of the training and skills development process for building and grounds personnel.
- Reviewed required GCN training courses were completed by all applicable employees.

Observation: No exceptions were noted.

Recommendations: No recommendations were noted.

District Response: N/A
