
Site Visit Questionnaire

In January 2000, we visited 13 local governments meeting performance standards identified during the study of preventive maintenance for local government buildings. To gather in-depth information on jurisdictions' preventive maintenance methods and practices, we prepared a list of questions to ask during each visit. The questions are listed below.

The jurisdictions selected for site visits represent different population sizes and regions of the state. They are:

- Aitkin County
- Anoka-Hennepin School District
- Detroit Lakes School District
- Foley School District
- Fridley School District
- Hennepin County
- City of Melrose
- Norman County West School District
- City of North St. Paul
- South St. Paul School District
- Wabasha-Kellogg School District
- Westbrook School District
- Worthington School District

OFFICE OF THE LEGISLATIVE AUDITOR

Preventive Maintenance of Local Government Buildings: A Best Practices Review

SITE VISIT QUESTIONNAIRE

OLA Staff:		Date:
Local Jurisdiction:		
Local Officials' Names:	Titles:	Phone Numbers:
(1)		
(2)		
(3)		
(4)		

Best Practices:
(1)
(2)
(3)
(4)
(5)
(6)
(7)

1. Describe the practice. What is it? What tasks/activities are included in the practice? How does it work?
2. Why did you first begin the practice? What problems were you hoping to overcome or avoid?
3. Did the practice solve these problems? Why or why not?
4. Does the practice produce savings in time, money, labor, resources, or hassles? If so, did the savings appear immediately or over time? Can you quantify any of the savings?
5. Have you found other advantages from using the practice?
6. What does the practice cost in dollars? Time? Labor hours to complete? How is it funded?
7. Have you found any problems or disadvantages with the practice? Have you had to change it over time to improve it?
8. Thinking back to when you began the practice, did you have any problems with the initial startup? If so, how did you overcome them?
9. Do you think other facility managers could also use the practice? Could it work for school districts? Cities? Counties? Does a jurisdiction have to be of a certain size to successfully use the practice?
10. What tips or advice would you offer to another facility manager considering the same practice?
11. Do you have any additional thoughts or comments?
12. I'd like to use your name as a contact person and list your number in the final report for readers who may want additional information. Is this all right with you?
☐ yes
☐ no