

Building Intelligence Checklist for District Leaders

Use this checklist to guide discussion across facilities, operations, and district leadership.

Why This Matters

Better district decisions depend on better visibility into assets, maintenance history, building conditions, and work already completed. When information is easier to find and easier to trust, teams can prioritize more confidently, communicate more clearly, and plan more effectively.

How to Use This Checklist

-  Review it with facilities, operations, and district leadership.
-  Use it to surface gaps in visibility, documentation, and coordination.
-  Note where stronger systems or clearer processes could reduce guesswork.

01

Asset Visibility

Consider how easily your team can identify, locate, and understand the assets that support daily operations.

- ☐ We have a current inventory of major facilities assets.
- ☐ We know where assets are located across buildings and campuses.
- ☐ We can see the condition of key assets clearly.
- ☐ We can quickly find the service history for a specific asset.



02

Work Order Quality

A strong work order should create usable history, not just mark a task complete.

- ☐ Our work orders include enough detail for someone else to understand the issue.
- ☐ Our teams add clear notes about what was found and what was done.
- ☐ Our teams attach photos when they help document the issue or outcome.
- ☐ Our work orders connect to prior history when the same asset or issue returns.

03

Preventive Maintenance

Better maintenance planning reduces avoidable disruption and supports stronger repair-versus-replace decisions over time.

- ☐ We follow preventive maintenance schedules consistently.
- ☐ We use maintenance history to reduce repeat issues.
- ☐ We can identify patterns that suggest repair is no longer the best option.
- ☐ We are not relying only on reactive work to manage facilities health.



04

Team Coordination

Stronger systems help departments share context, preserve knowledge, and reduce repeated work.

- ☐ Different departments can share relevant information easily.
- ☐ Staff are not dependent on one person's memory to understand a building or asset.
- ☐ New team members can access the history they need to do the job well.
- ☐ Our process helps reduce confusion, repeated work, and finger-pointing.

05

Communication and Trust

Clear updates and visible progress help school leaders understand priorities and build trust in the work being done.

- ☐ School leaders can see where requests stand.
- ☐ Our system helps us explain priorities clearly.
- ☐ We can share updates that make the work visible and understandable.
- ☐ We have a way to show district leadership the value and volume of facilities work.



06

Planning and Prioritization

Facilities intelligence should support budget conversations, risk awareness, and long-term planning — not just urgent response.

- ☐ We can use our data to support funding conversations.
- ☐ We can identify high-cost or high-risk assets more confidently.
- ☐ We can use history to inform repair-versus-replace decisions.
- ☐ We have enough information to support long-term planning, not just urgent response.

Directional Discussion Prompt

If several items feel difficult to answer, the challenge may not be effort. It may be visibility, system design, or inconsistent documentation. Use those gaps to guide next-step conversations about how your district can reduce guesswork and make stronger decisions over time.

Learn more about how the **Follett Facilities Suite** helps districts make more informed decisions with clearer visibility, stronger coordination, and greater confidence.

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