

FACILITIES LEADERSHIP OVERVIEW

CMMS Best Practices for K-12 Life-Safety PMs

Extinguishers, alarms, sprinklers, emergency lighting, and egress protect your students and staff every day. A computerized maintenance management system (CMMS) turns scattered inspections into a scheduled, tracked, and audit-ready program — so you can prove the work was done, on time, every time.

CMMS Configuration Templates and Reference Workbooks

This overview is built on two companion spreadsheets. Use these companion XLSX files to configure life-safety PMs in your CMMS. Depending on your system, you may be able to import the files or use them as a reference when adding routines, schedules, procedures, and inspection requirements.

Top 50 Life-Safety PM Routines

Routines, frequencies, priorities, owners, areas, and standards

[Download the XLSX file. »](#)

Top 50 Life-Safety PM Procedures

step-by-step technician procedures for each routine

[Download the XLSX file. »](#)

This guide outlines general CMMS best practices. These files are intended for configuration and reference; they do not replace your CMMS or automatically run PMs.

Why run life-safety PMs in a CMMS

- See what is due, overdue, completed, or deficient
- Give every PM a clear owner and due date
- Give technicians consistent, repeatable instructions
- Create corrective work orders automatically when inspections fail
- Store photos, readings, reports, and certificates with the asset
- Report results by campus, building, system, and priority
- Prepare quickly for audits, inspections, and fire marshal visits
- Keep a defensible record that survives staff turnover

Set it up right: a 9-step framework

STEP 1

Build the location hierarchy.

District → campus → building → floor/area → room.
Use consistent codes so techs find the asset without calling for directions.

STEP 2

Create the asset register.

Attach PMs to real assets, not generic building tasks. Track devices individually and systems at the system level.

STEP 3

Separate PM templates.

One template per routine, frequency, asset type, owner, and priority. Never combine cycles in a single PM.

STEP 4

Use exact schedules.

Configure to your district and AHJ. Activate “where installed” PMs only where the system exists; schedule disruptive work over breaks.

STEP 5

Load technician procedures.

Load the technician procedures — short, action-oriented, 10 steps or fewer. Keep the how-to separate from the pass/fail acceptance criteria.

STEP 6

Add real inspection fields.

Pass / fail / pass-with-deficiency, readings, devices tested, tag or certificate number, photos, and signature — required before close.

STEP 7

Link failures to corrective work.

A failed life-safety PM opens a linked corrective work order with priority, evidence, verification, and joint closeout.

STEP 8

Assign owners and escalation.

Use teams and roles, not one person. Escalate technician → supervisor → facilities → leadership.

STEP 9

Store evidence with the asset.

Vendor reports, certificates, service tags, drill records, readings, and repair photos — all filed on the asset record with a consistent naming convention.

Dashboard metrics that matter

Give leadership one view of program health — and focus first on overdue critical PMs and unresolved deficiencies.

Critical PM completion rate

— on-time performance where it counts most

Overdue critical PMs & age

— backlog and how long it has been open

Open deficiencies by priority

— risk that still needs to be closed

Time to correct critical deficiencies

— speed of your corrective loop

Assets with current service records

— coverage and documentation health

Time to retrieve inspection records

— how audit-ready you really are

Start smart: pilot, then scale

Pilot one representative campus, refine your steps and schedules, then roll out in waves. Launch these PM families first:

- 1 Monthly extinguisher visual inspection
- 2 Weekly fire alarm panel status check
- 3 Weekly sprinkler valve check
- 4 Monthly egress and fire door walkthrough
- 5 Monthly emergency lighting and exit sign checks
- 6 Annual vendor inspections — alarms, sprinklers, kitchen suppression, generators, and fire doors

Common mistakes to avoid

- One generic “fire inspection” PM for a whole building
- Vague or inconsistent locations
- Combining multiple frequencies in one template
- Closing failed PMs without corrective work
- Making every field optional
- Storing reports only in email or shared folders
- Assigning all work to one administrator
- Treating the CMMS schedule as a substitute for code or AHJ requirements

Run this program on one connected platform.

Follett Software Work Orders is the K-12 CMMS built to schedule, track, and document every life-safety PM — with corrective work orders, evidence storage, and audit-ready reporting in one place.

[Schedule a Facilities Suite Demo »](#)

DISCLAIMER A CMMS supports your life-safety program; it does not replace local code, your authority having jurisdiction (AHJ), insurance, or manufacturer requirements. Always configure schedules and intervals to the standards that govern your district.