

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> JAN 14 1993	<b>POLICY NO.:</b> COR.06.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> 493.06.01 09/10/90	
	<b>SUBJECT:</b> PREVENTIVE MAINTENANCE PROGRAM		Page 1 of 8

No. 93-17473

## 1.0 SCOPE

To provide guidelines for establishing an overall institutional preventive maintenance program for property and equipment.

## 2.0 REFERENCES AND DEFINITION

### .1 References

- a. Act 211, SLH 1989, Establishment of the Department of Public Safety, Appointment of Director, Powers and Duties.
- b. ACA Standards for Adult Correctional Institutions, 3rd Ed., Section 3-4206, Physical Plant.
- c. DAGS Inventory Systems Manual, February 1, 1979.

### .2 Definitions

- a. Inspection - A predetermined and scheduled procedure, conducted on a continuing basis, primarily to detect maintenance requirements early, thus prolonging the useful life of equipment and buildings at a minimum cost.
- b. Equipment - Any mechanical device which requires periodic maintenance to promote efficient operation and prolong its useful life as specified by the manufacturer or other source. This does not include hand tools such as electric drills, power saws, hammers, pliers, etc., unless the manufacturer specifies a periodic maintenance program.

## 3.0 POLICY

A preventive maintenance program for institutional equipment is necessary for the safe and efficient operation of the facility. Regular care and inspection of equipment is essential. Each correctional facility shall develop a comprehensive preventive maintenance program for their physical plant which shall be designed to prolong the useful life of State property by performing predetermined and scheduled maintenance operations.

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The facility administrator shall designate a staff member to function as the authority responsible for the supervision, control, and coordination of this program. The main components of the program shall be :

- .1 Establishment of preventive maintenance routines for critical items of building systems and equipment to minimize out of service time due to failures as well as reduce costly breakdown repairs.
- .2 Capability to detect maintenance deficiencies in their early stages of development and take corrective action.
- .3 Planning and scheduling maintenance work to provide a reasonable controlled work flow and thus enabling better utilization of labor and materials.
- .4 Detection and reduction of over-maintenance and identifying problem areas.
- .5 Periodic inspections to test and service various components of institutional property.
- .6 Annual evaluations of the overall program.

#### 4.0 PROCEDURES

##### .1 Equipment Inventory

An inventory record shall be maintained of all mechanical equipment requiring periodic maintenance. As a minimum, this record shall contain the data outlined on Attachment A. This inventory record format is designed for computer usage but may be maintained in manual form if a computer is not readily available. The inventory shall comprise two categories:

##### a. Fixed Equipment

This includes all installed equipment within a building such as air conditioning systems, generators, refrigeration systems, etc. This inventory shall be organized by building.

##### b. Movable Equipment

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This category includes equipment such as vehicles, power lawn mowers, portable pumps, road construction equipment, and so forth. An identification number shall be assigned to each unit of equipment and an identification tag with the assigned number shall be affixed to the unit. The provisions of the Department of Accounting and General Services inventory system standards shall apply in this respect (references DAGS Inventory System Manual, February 1, 1979).

.2 Inspections Schedules and Records

An inspection schedule shall be developed for each unit of equipment and a record maintained of these inspections. As a minimum, the inspection record shall contain the following information:

- a. Name and location of the piece of equipment.
- b. Description of the equipment, including make, model, and serial number.
- c. Type of inspections required, i.e., temperature, fluid levels, oil leaks, windshield wiper operation, seat belt connections, etc.
- d. Frequency for each type of required inspection such as daily, monthly, etc.
- e. Date and time each type of inspection was actually conducted and the signature of the staff member who conducted the inspection.

Where possible, the manufacture's service manuals shall provide the guidance in establishing these inspection schedules.

.3 Servicing Schedules and Records

A servicing schedule shall be developed for each unit of equipment and a record maintained of all services and/or adjustments that were made to the equipment. The servicing schedules shall be based upon the manufacturer's service manuals where applicable. As a minimum, the servicing record shall contain the following information:

- a. Name and location of the piece of equipment.
- b. Description of the equipment, including make, model, and serial number.

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- c. Type of servicing required such as oil change, clean or replace filters, lubrication of specific parts, etc.
- d. Frequency for each type of servicing such as monthly, yearly, etc.
- e. Date and time each servicing function took place and the signature of the employee who performed the service.

.4 Repair Records

For each unit of equipment, a record of all minor and major repairs shall be maintained. As a minimum, this record shall contain the following information for each repair job:

- a. Name and location of the piece of equipment.
- b. Description of the equipment, including make, model, and serial number.
- c. Description of the malfunction, date it was first noticed, and by whom.
- d. Cause of the malfunctions, if known.
- e. Description of the repair work performed and by whom.
- f. Cost of the repair job, including labor and materials, if the facility was charged.

.5 Corrective Action

Equipment inspection records shall provide the basis for the initiation of corrective maintenance and repair work (work requests). The urgency for corrective action shall be divided into three categories.

a. Urgent Maintenance

Equipment deficiency or breakdown found during the course of an inspection which requires immediate correction to eliminate hazards to staff, inmates, or equipment, or loss or damage to property. Situations of this nature shall be

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immediately reported in writing to the person in charge of the facility maintenance program. The report shall include:

1. Name of the inspector and date of inspection.
2. Description of the equipment and problem.
3. Why the situation is considered urgent.
4. Recommended corrective action and estimated cost.

A copy of all urgent maintenance reports shall be sent to the Division Administrator.

b. Essential Maintenance

Equipment deficiencies which should be corrected as soon as possible but are not of sufficient urgency that they cannot be fitted into a work planning schedule.

c. Projected Maintenance

Equipment deficiencies similar to those of essential maintenance but of a less urgent nature, such as items showing some evidence of deterioration which will increase with time, and subsequently require corrective action. This category shall provide a list of maintenance and repair work for advance budget planning.

.6 Work Request Organization

a. Work requests to correct equipment defects shall be submitted by the equipment inspector to the proper authority for action. The work request shall include, as a minimum:

1. Cost estimate for the job (where applicable).
2. Description of the work to be performed.
3. A reference to the inspection schedule for the equipment.

b. All work requests shall be reviewed and categorized as follows:

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1. Location and/or type of equipment.
  2. Priority, depending upon the urgency of the work required.
- c. Work orders shall be issued in priority order.

.7 Program Control and Organization

The control and coordination of the preventive maintenance program shall include the monitoring of inspections, record maintenance, corrective action, work request organization, and the issuance of work orders.

The authority in charge of the program shall also be responsible for supervising and controlling record maintenance. A separate file shall be maintained for each piece of equipment (fixed and movable). The file for each piece of equipment shall contain the following:

- a. Inspection schedule and record.
- b. Servicing schedule and record.
- c. Repair history (repair records).

.8 Maintenance of Security Features

Periodic inspection schedules of all facility security features shall be established. The Chief of Security shall be responsible for establishing and conducting these inspections. All work requests to correct deficiencies shall be sent to the authority in charge of the preventive maintenance program.

.9 Inspection of Buildings and Structures

An inspection schedules and record shall be developed for each building and structure. The purpose of this inspection shall be to look for physical defects in the structure of a building such as cracks in the walls, termites in wooden structures, dry rot in wooden structures, excessive corrosion or rust in a steel structure, roof defects which could result in leaks, etc.

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This schedule and record shall follow the same format of information as that outlined above in Section 4.2, Inspection Schedules and Records.

.10 Maintenance Supplies

The authority on charge of the preventive maintenance program shall be responsible for ensuring that a stock of spare parts and other materials required in maintaining equipment and buildings are readily available so that there will not be long delays in completing any maintenance work. To minimize the need for storage areas, stock does not have to be maintained at the facility if local vendors can readily supply the needs of the facility.

.11 Program Evaluation

Each year (July first) an evaluation of the preventive maintenance program shall be conducted and a written report submitted to the Division Administrator. The person in charge of the facility preventive maintenance program shall be responsible for this evaluation report. As a minimum, this report shall include:

- a. A summary of work request activity. This shall include the total number of work requests for the year and what number, or percentage, were requests for urgent maintenance, essential maintenance, and project maintenance. An analysis of the situation shall be included. This analysis shall outline the kind of work activity involved and type of equipment.
- b. A summary of work order completions. This shall include an outline of the total number of work orders for the year and the number, or percent completed. An analysis of the situation shall be included such as the nature of the work performed, the reason for non-completion of any work orders, etc.

**5.0 SCOPE**

This policy applies to all State-owned mechanical equipment assigned to a correctional facility. The policy also applies to all buildings and structures on the grounds of a correctional facility. The policy does not apply to:

- .1 Equipment maintained under a service/maintenance contract such as copy machines.

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- .2 Vehicles assigned to the Department of Accounting and General Services and maintained by that agency.
- .3 Electronic equipment such as radios, TV monitors, computers, word processors, etc., which require specialized service when the need arises.

APPROVAL RECOMMENDED:

*Tom Penaroga*

Deputy Director for Corrections

*1/12/93*

Date

APPROVED:

*George Sumner*  
Director

*1-14-93*

Date

EQUIPMENT INVENTORY RECORD

Equipment Name \_\_\_\_\_

Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_ Date Acquired \_\_\_\_\_

Location \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

State Inventory Identification Number \_\_\_\_\_

Parts Supplier: Address \_\_\_\_\_

Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

Manufacturer: Address \_\_\_\_\_

Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

Warranty: Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Location of Manufacturer's Service Manual \_\_\_\_\_