


PROCEDURE

Subject	Preventive Maintenance Program	Number: 6.01.03
Source	Facilities Management	Reference (Rule #) 6HX14-6.01
President's Approval/Date:	 8/10/2017	

The College's Preventive Maintenance Program (PM) provides for improved safety, maintenance integrity, effectiveness, performance, and management of college physical plant, and equipment contained thereon, to further protect the health and safety of personnel, the environment, and capital investments by following good business practices while minimizing life-cycle facilities cost.

1. The college utilizes a web-based PM Program called PM Direct from School Dude in order to automate the preventive maintenance programs.
2. Applicable Codes
 - a. Facility PM will be conducted in accordance with all Federal, State, County and Local Regulations.
 - b. Only certified inspectors within that discipline shall be used when regulations require that certified personnel perform scheduled inspections or tests.
3. All operational test and evaluation, removal/repair, or calibration of facility equipment will be done using the equipment manufacturer's guidelines.
4. Inspection Schedules are created for all SCF assets, (i.e. building, equipment, and grounds inventories) by Facilities PM Coordinators and lists are maintained in PM Direct.
5. The Manager of Facilities Operations or designated PM Coordinator shall prepare a Master Annual Preventive Maintenance Schedule for the facilities college-wide, to modify schedules, administer documentation, and be the controlling agent for the program on each site. The program shall be updated as equipment is added/withdrawn, or as regulations and manufacturer recommended changes occur.