Provides for the College’s Preventive Maintenance Program that improves safety, maintenance integrity, effectiveness, performance, 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 faculty and staff’s service calls and preventive maintenance programs.

2. Applicable Codes
   a. Facility Preventive Maintenance (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. An Annual Inspection Schedule is created from the building, equipment, and grounds inventory and list is maintained in PM Direct.

5. The Manager of Facilities Operations or designee shall prepare a Master Annual Preventive Maintenance Schedule for the facilities college wide. A single point of contact will be established to schedule, administer documentation, and be the controlling agent for the program on each site.

6. The program shall be updated or as necessary as regulations and manufacturer recommended changes occur.