Authority
In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

Purpose
To establish procedures for preventive maintenance for all institutional property and major equipment.

Application
To all employees.

Definitions
As used in this document, the following definitions shall apply:

A. Facilities Manager:
The individual designated by the Superintendent to monitor facility maintenance activities, coordinate with the Division of Facilities Management and other correctional center staff, and develop long term facility programs; may be the Assistant Superintendent, Administrative Officer or another staff member on a full time or additional duty basis; may be performed by the Superintendent.

B. Inspection/Inspector:
A predetermined and scheduled procedure, operating on a continuing basis, primarily to detect maintenance requirements early and thus prolonging the useful life of equipment and buildings at a minimum cost; "inspector" shall mean the representative(s) of the Facilities Management Division, an operator or maintenance mechanic who is detailed to perform the required inspection or work, or other employees or contractors; inspections shall be documented by the use of a Preventive Maintenance Record which shall serve as a permanent record of the inspection performed, the inspector(s) and the action taken.

C. Maintenance Significant Items (MSI):
Equipment items or components which require periodic maintenance or inspection and architectural features which help in identifying portions of facilities and maintenance work.

D. Operator Inspection:
A periodic scheduled examination, lubrication, minor adjustment and servicing of plant equipment and systems for which specific operations personnel are responsible; not to be confused with the daily routine operational procedures accomplished in accordance with standing operating instructions; The following are examples of equipment or systems subject to operators' inspections:
1. Water chlorination plants;
2. Sewage treatment plants; and
3. Heat generation plants and distribution systems.

E. Preventive Maintenance Record:
A permanent record of inspections, by whom and the work performed; maintained on-site in close proximity to the equipment, system or facility inspected.
F. Shop Inspection:

A periodic scheduled examination, lubrication, minor adjustment and servicing of installed equipment and systems which are unattended during their normal operation; inspections carried out to keep equipment in good running order, detect defects, estimate maintenance requirements and comply with established safety regulations; Major repairs or replacements are not done under this category; inspections usually performed by assigned tradesmen, where tradesmen exist; Service contracts where applicable; The following are examples of installed equipment or systems subject to shop inspection:

1. Electric motors and controls;
2. Air conditioning, ventilating and refrigeration equipment;
3. Utility distribution systems; and

G. Yearly Inspection:

On-site inspection carried out by authorized personnel, designated by the Director of Facilities Management, consisting of a technical examination or test of works and buildings to determine their physical condition with respect to prescribed standards and departmental policy.

Policy

A. Each institution shall conduct a comprehensive preventive maintenance program for the physical plant which provides for emergency repairs or replacement in life-threatening situations. This program is designed to prolong the useful life of all institutional property by performing predetermined and scheduled inspections. These inspections shall be conducted on a continuing basis to test and service various components of institutional property. Service contracts for maintaining major fixed systems and equipment must be approved by the Director of Facilities Management or designee.

B. The Division of Facilities Management is developing comprehensive procedures which will facilitate the computerization of a preventive maintenance program in each institution. Ultimately, a work control system will be provided for scheduling facility repairs and effectively utilizing staff and prisoner labor (see 812.03, Work Requests), and for controlling maintenance supplies. Instructions will be provided to all institutions as they are developed.

Procedures

A. Program Responsibility:

The Superintendent or designated Facilities Manager shall require proper maintenance procedures for all property. Designated staff shall:

1. Create preventive maintenance schedules for buildings, systems and equipment to minimize out of service time due to failures as well as reduce costly repairs;
2. Detect maintenance deficiencies in their early stages of development and take corrective action;
3. Plan and schedule maintenance work to provide a reasonable, controlled work flow enabling optimal utilization of labor and materials; and
4. Detect and reduce over-maintenance and identify problem areas.

B. Inventory of Plant and Facilities:

An inventory of all maintenance significant items (MSI) of buildings and plant facilities shall be the foundation for a sound preventive maintenance system. Pertinent information may be found in construction plans, plant records and property records. Many items not appearing in
these sources will need to be identified from a physical review. A MSI identification number shall be assigned to each item or unit of equipment and affixed by a tag or other means to the unit. When identifying equipment in a large scale operation, it shall be advisable to group numbers according to equipment and function, always allowing for inventory growth. To be useful, the inventory must be current and identify maintenance significant items. This identification system is separate from that specified in Policy 302.06, Inventory Control, and Alaska State Administrative Manual Sections 6460, 6465 and 6470. Uniform MSI identification tags will be provided to each institution by the Division of Facilities Management.

C. Inventory Records:

An inventory record in accordance with 302.06, Inventory Control, shall be used to record the property and equipment under the overall responsibility of the Superintendent or Facilities Manager. The appointed lead maintenance mechanic shall acquire the information, updating these records as additions, deletions and replacement of facilities and equipment are made. Inventory records are very important to the preventive maintenance program indicating what is to be inspected complete with details concerning the make, model, serial numbers, etc. Such information assists those providing estimates for replacement.

D. Inspection Schedule:

1. The Preventive Maintenance Record, maintained on-site by the inspector(s), shall contain the following information for Operator, Yearly and Shop Inspections:
   a. Type and frequency of the inspection schedule;
   b. MSI identification numbers of the facilities or equipment listed in the order of inspection;
   c. Location of the equipment;
   d. Description of the equipment, including make, model and serial number;
   e. Check list numbers or codes that apply to each facility, system or item of equipment;
   f. Standard time for servicing and/or inspecting each facility, system or item of equipment; and
   g. Pertinent information regarding guarantees or warrantees.

2. A yearly inspection shall be accomplished by representatives of the Facilities Management Division in conjunction with the Regional Director's quarterly inspection of facilities.

E. Inspection Check List:

1. A preventive maintenance check list shall be developed by each facility manager to include:
   a. A description of the servicing, checks and/or adjustments that must be performed during inspections; and
   b. Manufacturers' service manual elements and other local factors.

2. Check lists will be developed and promulgated for various types of equipment and systems as they are put in place from sources of information such as:
   a. Manufacturers' service manuals:
      These are valuable guides on how a piece of equipment should be installed, operated and maintained as well as providing data regarding adjustments, servicing, parts replacements and overhauls, etc.
   b. Operators:
The operators of equipment systems can often provide information on maintenance problems of a local and specific nature.

F. Corrective Action:
The need for corrective action as identified by inspection and/or reported as a special incident in accordance with 104.01, Special Incident Reporting, will be processed, handled and coordinated as follows:

1. Deficiencies identified by inspection beyond the capacity or authority of the inspector to correct will be reported to the facility manager or designee who shall arrange for corrective action;

2. The preventive maintenance records provide a basis for initiation of corrective maintenance and repair work as well as probable maintenance work. The urgency for maintenance/deficiency correction vary and are divided into three prioritized categories or scheduling and response:
   a. Urgent; deficiency or breakdown found during the course of an inspection requiring immediate correction to eliminate hazards to personnel or equipment, loss or damage to property, or major degradation of security. This situation is to be reported immediately to the facilities manager;
   b. Essential; items of maintenance which should be corrected as soon as possible but are not of sufficient urgency that they cannot be fitted into a routine schedule for work; or
   c. Projected; items similar to those of essential maintenance but of a less urgent nature, e.g., items showing some evidence of deterioration which will increase with time and, subsequently, require corrective action. This category provides a list of maintenance and repair work for advance budget planning. Only major items should be included.

3. Instances of State property and/or building damage reported as a special incident in accordance with 104.01, Special Incident Reporting, or identified through inspection must be reported to the Director of Facilities Management by the Facility Manager of the property damaged. The report of damage must be accompanied by photographs and documentation to facilitate the following steps for the repair of the damage:
   a. The Division of Risk Management of the Department of Administration carries all-risk property insurance coverage on State equipment and buildings owned or leased by the State;
   b. Instances of property damage reported to the Director of Facilities Management in accordance with this section will be forwarded to the Division of Risk Management;
   c. The Division of Risk Management will compensate the Department for the reported loss/damage by either paying the invoices or by reimbursement for costs of repair or replacement; and
   d. The Director of Facilities Management shall retain a copy of the report(s) prepared and forwarded per this section; and shall coordinate the facility repair and/or corrective action in accordance with 801.01, Facility Planning and Modification.

G. Program Coordination:
The Facilities Manager is responsible for the control and coordination of all preventive maintenance inspections and corrective action and shall be supported by the specialists who carry out the operations, shop and yearly inspections.
Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

DATE: Jan 25, 1985

Roger T. Endell
Commissioner
Department of Corrections

Applicable forms: