



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Institutions		PAGE: Page 1 of 6
	CHAPTER: 801	NUMBER: 801.02	P&P TYPE: Public
	TITLE: Preventative Maintenance Program		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 11/29/18
ATTACHMENTS / FORMS: (None.)	AUTHORITY / REFERENCES: 22 AAC 05.155 DOC P&P 104.01 AS 33.05.010 DOC P&P 302.06 AS 33.16.180 DOC P&P 801.01 AS 33.30.011 AS 33.30.021 AS 44.28.030 AK State Administrative Manual, Sec., 6460, 6465, and 6470.		

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for preventative maintenance for all institutional properties.
- II. It is the policy of the Department that each institution shall operate a comprehensive preventative maintenance program for the physical plant and equipment of their institution. This program is designed to prolong the useful life of all institutional property by performing predetermined and scheduled inspections and testing of physical plant, as well as emergency repairs or replacement of equipment in order to maintain the operation, safety and security of the institution.
- III. Replacing major fixed systems and equipment must be approved by the Capital Improvement Section Chief (CISC) or their designee.

APPLICATION:

This policy and procedure will apply to all Department employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Building Assets:

Equipment items or components which require periodic maintenance or inspection and architectural features which help in identifying portions of facilities and maintenance work.

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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 OSFM, 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 DOC approved preventive maintenance software program which shall serve as a permanent record of the inspection performed, the inspector(s), hours, materials and the action taken.

On-Site Facilities Manager (OSFM) / Maintenance:

An individual designated by the Superintendent to monitor institution maintenance activities, coordinate with the CISC or their designee and other institutional staff, and develop long term institution maintenance programs. The role may be filled by the Superintendent, Assistant Superintendent, Administrative Officer or another staff member on a full time or additional duty basis.

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 filtration plants;
2. Sewage treatment plants; ~~and~~
3. Heat generation plants and distribution systems;
4. Life / Safety systems (fire alarm and sprinkler systems);
5. Underground fuel tanks; and
6. Domestic Water (DW) heating and distribution systems.

Preventative Maintenance Record:

A permanent record of inspections, by whom and the work performed to include quantity of hours and parts consumed. Such records are maintained online in a cloud based preventative maintenance computer database.

Scheduled Inspection:

An on-site inspection carried out by authorized personnel, designated by the Superintendent, consisting of a technical examination or test of works and buildings to determine their physical condition with respect to prescribed standards and Departmental policy.

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 are usually performed by assigned tradesmen, where tradesmen exist, or service contracts where applicable. The following are examples of installed equipment or systems subject to shop inspection:

1. Electric motors and controls;

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2. Air conditioning, ventilating and refrigeration equipment;
3. Utility distribution systems;
4. Kitchen equipment; and
5. Life / Safety systems (fire alarm and sprinkler systems).

PROCEDURES:

I. The Preventative Maintenance Program:

A. Program Responsibility:

The Superintendent or designated OSFM 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. Program Coordination:

The OSFM 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 scheduled inspections.

II. Program Inventories:

A. Inventory of Plant And Facilities:

1. An inventory of all assets 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.
2. An asset 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.

Note: Fixed items need not have an asset identification number affixed to them.

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3. To be useful, the inventory must be current and identify maintenance significant items. This identification system is separate from that specified in DOC P&P 302.06, Inventory Control, and Alaska State Administrative Manual, sections 6460, 6465 and 6470.
4. Uniform asset identification tags will be provided to each institution by the Department's Capital Improvement Section.

B. Inventory Records:

1. An inventory record in accordance with DOC P&P 302.06, Inventory Control, shall be used to record the property and equipment under the overall responsibility of the Superintendent or Facilities Manager.
2. 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.

III. Inspections:

A. Inspection Schedule:

The Preventive Maintenance Record, maintained on-site by the inspector(s), shall contain the following information for Operator and scheduled inspections:

- a. Type and frequency of the inspection schedule;
- b. Asset 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. Standard time for servicing and / or inspecting each facility, system or item of equipment; and
- f. Pertinent information regarding guarantees or warranties.

B. Inspection Checklist:

1. A preventive maintenance check list shall be developed by each OSFM to include:
 - a. A description of the servicing checks and / or adjustments that must be performed;
 - b. A description of the current condition of equipment;
 - c. Replacement parts; and
 - d. Frequency of inspection.
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:

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- 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.

IV. Corrective Actions:

The need for corrective actions as identified by inspection and / or reported as a special incident in accordance with DOC P&P 104.01, Special Incident Reporting, will be processed, handled and coordinated as follows:

- A. Deficiencies identified by inspection beyond the capacity or authority of the inspector to correct will be reported to the OSFM or designee who shall arrange for corrective action.
- B. 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 (3) prioritized categories for scheduling and response:

1. **Urgent:**

Deficiency or breakdown found during the course of an inspection requiring immediate correction within eight (8) hours 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 OSFM;

2. **Medium:**

Items of maintenance which should be corrected within five (5) days but are not of enough urgency that they cannot be fitted into a routine schedule for work; or

3. **Routine and Low:**

Items like those of Medium 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. Routine items should be corrected within 15 days and Low items within 30 days. This category provides a list of maintenance and repair work for advance budget planning. Only major items should be included.

- C. Instances of State property and / or building damage reported as a special incident in accordance with DOC P&P 104.01, Special Incident Reporting, or identified through inspection must be reported to the CISC by the OSFM 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:

- 1. 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;
- 2. Instances of property damage reported to the CISC in accordance with this section will be forwarded to the Division of Risk Management;

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3. 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
4. The CISC 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 DOC P&P 801.01, Facility Planning And Modification.

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