

CCS Administrative Procedure

6.00.01 – C Corrective Maintenance (CM)

Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, 434-5037

Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

1.0 Improvement to Facilities and Sites Objective and Responsibilities (summary of Board of Trustees Policy 6.00.01)

Community Colleges of Spokane, recognizing the importance of providing and maintaining quality facilities and infrastructure to enhance the delivery of education and support services to the community, will provide for and operate its facilities in an effective and efficient manner. This includes repair and corrective maintenance of facilities, equipment and systems in support of the uninterrupted delivery of services, maximized functionality and safety of the work environment, and preservation of capital investments.

- 1.1 CCS will preserve its capital resources to both the maximum benefit of students and return on capital investment. Consistent with this priority, maintenance and operation work will be managed at levels needed to preserve capital investments. Non-maintenance work is considered secondary to these preventative maintenance activities.
- 1.2 The district director of facilities is responsible for administering this procedure.
- 1.3 All district facilities are subject to this procedure without exception.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 District Director of Facilities: the administrator responsible for Facilities Department.
- 2.2 Facility: a district owned or controlled property, building or component of that property/building.
- 2.3 Preventive Maintenance (PM): routine scheduled maintenance and inspection work required to ensure maximum operational benefit and preservation of capital investments. Includes periodic inspection, adjusting, minor repairs, lubricating, reporting, and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency.
- 2.4 Equipment: includes buildings, rooms, building systems, grounds, fixed and mobile assets.
- 2.5 Corrective Maintenance (CM): Corrective and safety or regulatory work, includes work that is identified through preventative maintenance inspections, employee observation, reports to the Facilities Department's call center, or unforeseen work including the repair or replacement of facility components or equipment requiring immediate attention because the functioning of a critical system is impaired or because health, safety, or security of life is endangered. Corrective maintenance supersedes all other categories of maintenance.
- 2.6 Building Improvement Request (BIR): Non-maintenance work involving the modification, enhancement, or improvement of existing facilities/sites in support of service delivery, functionality or safety of the learning/work environment.

- 2.7 Work Order: an approved request for services, this document authorizes the completion of a specific task.
- 2.8 MegaMation: proprietary CMMS software. CMMS refers to a Computerized Maintenance Management System used to generate work orders, schedule jobs, assign personnel, reserve materials, record costs, and track relevant information.
- 2.9 Maintenance and Operations (M&O): Funds provided for activities related to the maintenance and operation of state owned and college operated facilities, including utilities, custodial services, maintenance/repair and preventative maintenance.

3.0 Corrective Maintenance

Corrective maintenance (CM), or maintenance activity required to correct a failure that has occurred or is in the process of occurring, is undertaken on owned or leased CCS structures, infrastructure and equipment. The objective of such work is to ensure proper functioning of critical systems and the health, safety and/or security of staff. Highest priority will be given first to safety-related issues and then to issues that negatively impact program operations/functioning.

Corrective maintenance is performed on capital structures/equipment and not on program structures/equipment. Responsibility for knowing which structures/equipment is capital and which are program, and by extension which structures/equipment are covered by this procedure, belongs to the unit administrator. Facilities staff shall advise/consult upon request. The following definitions shall apply:

- 3.1 Capital structures/equipment: funding source was either part of original capital construction or by maintenance/operation. This procedure applies without exception to such structures/equipment.

Examples include, but are not limited to:

- Structural maintenance of owned building/infrastructure, regardless of whether M&O was received.
- Building equipment/infrastructure installed by building contractor in above facilities.
- Programmatic equipment originally installed by building contractor where M&O was received for that equipment.
- Structural/fixed equipment of existing leased (as of date of this procedure) building/infrastructure where CM is a CCS responsibility.

- 3.2 Program structures/equipment: funding source was programmatic. Structure/equipment is used for specific programmatic purposes and was originally purchased/installed through original construction furnishings and equipment budget, departmental purchase, contracted services or by BIR. Such structures/equipment is not subject to this procedure and instead is maintained/repared through either the BIR or contracted services process.

Examples include, but are not limited to:

- Fixed or non-fixed equipment purchased by program and placed in owned building after or separate from original construction.
- Fixed or non-fixed equipment purchased by program using enterprise funds.
- Structural/fixed equipment in new leased building/infrastructure

- 3.3 Safety-related corrective maintenance: safety work is prioritized and undertaken without regard to how the structure or equipment was purchased. Determination of funding for such corrective maintenance is considered a secondary consideration and will be determined following completion of the required safety work.

4.0 CM Work Orders

CM work orders, inspections and maintenance jobs will be completed by the following process:

- 4.1 CM work orders shall be completed by assigned staff as described on the work order, within the recommended time frame and to the manufacturer or industry standard, whichever is the greater.
- 4.2 Completed CM work orders shall be processed by documenting the work completed, parts or materials used, any additional work that may be required, begin and end time for the work tasks and person(s) completing the work.
 - 4.2.1 Completed CM work orders shall be routed to the designated approver.
 - 4.2.1.1 The designated approver shall review the completed CM work order for accuracy and completeness.
 - 4.2.1.2 The approver shall approve or disapprove, sign and route the approved document for input to MegaMation, or input the approved document him/herself, so that the completed work order can be "closed out."
 - 4.2.1.3 Disapproved documents shall be returned by the designated approver to the worker who performed the CM work, with reason for disapproval noted.
 - 4.2.1.4 Disapproved work and/or documents shall be corrected and returned to the designated approver following correction.
 - 4.2.1.5 To improve the quality of corrective maintenance, lead workers/supervisors shall periodically inspect and evaluate maintenance work. Work inspection frequency shall be executed and documented as specified by the district director of facilities, or his/her designee.

5.0 Preventative Maintenance and Building Improvement Requests

Preventative maintenance and BIR work is exempt for this procedure and will be accomplished instead by the processes outlined in Administrative Procedure [6.00.01-B](#) and [6.00.01-A](#), respectively.