

CCS Administrative Procedure

6.00.01-B Preventative Maintenance (PM)

Implementing Board Policy [6.00.01](#)

Contact: Chief Administration Officer, 434-5037

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 scheduled inspection and preventative 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 administrating 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 PM Scheduling: work that has been planned and included on an approved Maintenance Schedule. It 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.
- 2.9 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.

3.0 PM Schedules

Preventive maintenance (PM) schedules shall be established to preserve the District's capital assets including but not necessarily limited to; campus buildings, building systems, grounds, fixed and mobile assets.

- 3.1 PM schedules shall adhere to the manufacturer's recommendations when equipment is within the warranty period. PM schedules on out-of-warranty equipment shall conform to accepted industry standards.

4.0 PM Work Orders

PM work orders, inspections and maintenance jobs shall include sufficient step-by-step instructions, check-lists, materials required, safety requirements and other pertinent details as may be necessary.

- 4.1 PM work order tasks 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 PM 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 PM work orders shall be routed to the designated approver.
- 4.2.1.1 The designated approver shall review the completed PM 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 PM work, with reason for disapproval noted.
- 4.2.1.3.1 Disapproved work and/or documents shall be corrected and returned to the designated approver following correction.
- 4.2.1.4 To improve the quality of preventive 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 PM Schedule Modification or Waiver

The district director of facilities, or his/her designee, may modify or waive building, grounds and or equipment maintenance standards or schedules on a case-by-case basis. Such waiver shall constitute an exception to procedure.

5.1 The district director of facilities shall notify his/her immediate supervisor regarding the reasons such exception to procedure, the period the waiver is to be in effect and the expected and potential consequences.

5.1.1 Waivers shall be documented on the specific work order by the district director of facilities, or his/her designee, and recorded in the MegaMation record.

6.0 Corrective Maintenance and Building Improvement Requests

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

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