

Preventive Maintenance Program	1
I. Program Responsibility	1
A. Agency Level	1
B. Facility/District/Unit Level	1
II. Preventive Maintenance Program	2
A. Preparation	2
B. Machines and Equipment	3
C. Building and Structures	3
D. Inspections	4
E. Record Keeping	4
III. Inspections and Audits	4
A. Inspections	4
B. Audits	5
C. Frequency	5
IV. References	5
V. Action	5

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Preventive Maintenance Program	ACA Standards: 4-4218, 4-4219, 4-APPFS-3D-12		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Preventive Maintenance Program

Preventive maintenance is the systematic scheduling of routine upkeep of equipment, buildings, and structures; thereby reducing emergency repairs. All facilities/districts/units will establish a preventive maintenance program in accordance with the following procedure. (4-4218, 4-APPFS-3D-12)

I. Program Responsibility

A. Agency Level

The Safety Administration Unit will ensure the training of construction and maintenance staff in preventive maintenance procedures on an annual basis.

B. Facility/District/Unit Level

Each facility/district/unit head will implement this program at their facility/district/unit.

1. Each facility/district/unit's construction/maintenance administrator will be responsible for:

- a. Ensuring all maintenance staff are trained in the areas for which they are responsible; and
- b. Establishing a library of manufacturer's equipment manuals. Two copies of each manual should be obtained. One copy will be maintained for permanent reference and the other

copy for use by maintenance staff. If a second copy cannot be obtained, a photocopy will be made to be used by maintenance staff.

2. A maintenance control center will be established at each facility. The facility construction/maintenance administrator will direct the operation of the center. The administrator's duties include;
 - a. Controlling work flow through the administration of a work order system, detailed job planning, record keeping, manpower estimates, material estimates, job methods, establishing priorities, scheduling, and preparation of reports;
 - b. Measuring the performance by reviewing completed work orders, comparing actual performance to estimated performance;
 - c. Preparing a preventative maintenance program that includes the development, monitoring, and analysis of the program;
 - d. Establishing a spare parts program to continuously monitor the inventory level and ensure frequently needed parts are in stock;
 - e. Establishing a systematic maintenance schedule for the planning of long-range (five years) and cycle-type maintenance (e.g., interior/exterior finish and painting, electrical heating/cooling system, and road maintenance);
 - f. Preparing reports in a factual and timely manner, giving actual maintenance cost trends, man-power performance, and problem areas; and assisting the administration in making sound decisions; and
 - g. Preparing a preventative maintenance program which includes provisions for emergency repairs or replacements during life threatening situations.(4-4218)

II. Preventive Maintenance Program

A. Preparation

The construction/maintenance administrator will identify all equipment to be included in the preventative maintenance program by reviewing each with the following guidelines:

1. Is the item critical?
2. Is spare/standby equipment or facilities available?

3. What is the normal life expectancy of the item?
4. Would replacement or modernization be more cost efficient than preventive maintenance?

B. Machines and Equipment

1. An up-to-date list of all machines and equipment included in the preventive maintenance program will be maintained by the construction/maintenance administrator. A permanent preventive maintenance record will be created for each piece of equipment and/or machine. The record will include:
 - a. Pertinent information for each piece of equipment or item that is on the planned maintenance program, to include the make, model, year, and manufacturer recommended service schedule.
 - b. The dates and details of all non-scheduled major machine repair.
 - c. Record dates of all planned preventative maintenance procedures performed; and
 - d. Work orders documenting a detailed listing of worked performed, checks, adjustments and lubrications for each item included in the preventative maintenance program.
2. All information required should be available from Department of Corrections' (DOC) inventory records or from the identification plate attached to the equipment itself.
3. The task to be performed during preventive maintenance will be clearly defined to meet the needs of both the preventive maintenance program and those assigned to complete the work. A checklist with an appropriate signature line for the person performing maintenance should be designed to ensure that preventive maintenance is not identified as being corrective maintenance. A repair work order will be used for replacement and corrective maintenance.

C. Building and Structures

The facility's construction maintenance administrator will keep an "As-Built" engineering plan/drawing of all buildings and structures. This plan will include: site, elevation, electrical, plumbing, mechanical, roof, and fixtures.

D. Inspections

1. The preventive maintenance work order will direct the staff members' attention to such things as:
 - a. Routine inspection and adjustments;
 - b. Lubrication and cleaning;
 - c. Painting and surface finishing;
 - d. Replacement of minor components;
 - e. Monitoring and testing; and
 - f. Condition reporting.
2. The actual time spent on preventive maintenance for each item will be recorded on the preventive maintenance work order and signed by the employee performing the work. After the work order is returned to the maintenance operations center, it shall be reviewed, dated, and initialed by the construction/maintenance administrator verifying all required preventive maintenance was performed.

E. Record Keeping

1. A formalized record keeping system, either manual or computerized, will include provisions for identifying:
 - a. Schedules of inspections and servicing;
 - b. The history of repairs on each item to include labor and materials;
 - c. An information inventory which includes spare parts numbers and spare parts stocked; and
 - d. Set-up requirements (e.g., alignment tolerances).

III. Inspections and Audits

Ongoing audits and inspections of the maintenance program will be conducted as follows:

A. Inspections

The facility/district/unit head, assistant facility/district/unit head, or chief of security at each facility will conduct weekly inspections for the purpose of:

1. Identifying and reviewing ongoing maintenance problems; and
2. Monitoring compliance with this procedure.

B. Audits

Annual audits will be conducted by the Procedures and Accreditation Unit to ensure the following:

1. Written plan for preventative maintenance is reviewed annually.
2. Regular inspections of equipment/machines are conducted to ensure the safe and efficient operation.
3. Emergency equipment and systems are tested quarterly. (4-4219)
4. Generators are inspected weekly and load tested quarterly or in accordance with manufacturer's recommendations. (4-4219)

C. Frequency

The frequency of the inspections/audits is as identified in Section III. items A. and B. of this procedure. Additional inspections/audits may be required for corrective action review or as requested by the facility/district/unit head.

IV. References

Policy Statement No. P-130100 entitled "Department of Corrections Annual Inspections and Monitoring"

61 O.S. § 211

V. Action

The division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exception to this procedure will require written approval of the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150203 entitled "Preventative Maintenance Program" dated February 17, 2011

Distribution: Policy and Operations Manual
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