

CCS Administrative Procedure

6.00.01-B Preventive 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 (CCS), 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 preventive 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 preventive 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): systemic inspection, detection and proactive correction before failure/breakdown develops into major defects. Includes tests, measurements, adjustments, parts replacement and cleaning performed specifically to ensure maximum operational benefit and preservation of capital investments.
- 2.4 Corrective Maintenance (CM): corrective, safety and/or regulatory work, including work that is identified through preventive maintenance inspections or employee observation, necessary to repair or replace facility components or equipment requiring immediate attention because functioning is impaired, or health and safety are endangered. Corrective maintenance supersedes all other categories of maintenance.
- 2.5 Building Improvement Request (BIR): Non-corrective work involving the modification, enhancement, or improvement of existing facilities/sites in support of service delivery, functionality or safety of the learning/work environment.
- 2.6 Work Order: an approved request for services, this document authorizes the completion of a specific task.
- 2.7 PM Scheduling: work that has been planned and included on an approved Maintenance Schedule. It includes periodic inspections, adjustments, minor repairs, lubrications, reporting, and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency.

- 2.8 MegaMation: proprietary Computerized Maintenance Management System (CMMS) software used to generate work orders, schedule jobs, assign personnel, record purchased and labor costs, prioritize work assignments and track relevant information.

3.0 PM Schedules

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, checklists, materials required, safety requirements, frequency 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.

- 4.2 Completed PM work orders shall be processed by documenting how the work was completed, parts and/or materials used, labor hours expended, and discrepancies discovered.

- 4.2.1 Discrepancies discovered during a PM will be documented as CM, more specifically as a Preventive Maintenance Field Initiated (PMFI) work order, designated as an internal work order generated as a result of a PM.

- 4.2.1.1 Completed PM work orders shall be closed in MegaMation by the assigned technician.

- 4.2.1.2 To improve the quality of preventive maintenance, lead workers/supervisors shall periodically inspect and evaluate completed maintenance work. Work inspection frequency shall be executed and documented as specified by the District Director of Facilities, or their designee.

5.0 PM Schedule Modification or Waiver

The District Director of Facilities, or their 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 their immediate supervisor regarding the reasons for 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 by the District Director of Facilities, or their designee, and recorded in the specific MegaMation work order.

6.0 Corrective Maintenance and Building Improvement Requests

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