

CCS Administrative Procedure

6.00.01 – C Corrective Maintenance (CM)

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 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 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. This may also include leased buildings and property per the terms of that specific lease.
- 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 Equipment: includes buildings, rooms, building systems, grounds, fixed and mobile assets. This does not include program specific equipment, kitchen appliances, recreational equipment, or equipment not affixed to the building and specific to programmatic or recreational needs such as appliances, autoclaves, paint booths, bleachers, etc.
- 2.5 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.
- 2.6 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.
- 2.7 Work Order: an approved request for services, this document authorizes the completion of a specific task.

- 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.

Maintenance and Operations (M&O): Funds provided for activities related to the maintenance and operation of state owned and college operated facilities, including custodial services, groundskeeping, and maintenance/repair.

3.0 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 students, faculty, and 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/building mechanical systems 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 district director of facilities. The following definitions shall apply:

- 3.1 Capital structures/equipment: funding source is 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.
- Building mechanical systems infrastructure installed by building contractor in facilities constructed with capital funds.
- Structural/building mechanical fixed equipment of existing leased building/infrastructure where CM is a CCS responsibility.

- 3.2 Program structures/equipment: funding source is programmatic. Structure/equipment is used for specific program purposes and originally purchased/installed through original construction furnishings and equipment budget, departmental purchase, contracted services or by BIR. Such structures/equipment are not subject to this procedure and instead are 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 CCS owned building after or separate from original construction.
- Fixed or non-fixed equipment purchased by program using enterprise funds.
- Closed circuit cameras installed as part of a capital project or, subsequently, through a BIR.
- Structural/fixe 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. Safety work is defined as a condition that has the potential to cause injury, imminent property damage, loss of limb, eyesight or death.

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 greater.
- 4.2 Completed CM work orders shall be processed by documenting the specific details of the work completed, parts or materials used, any additional work that may be required, labor hours expended, date(s) of labor and person(s) completing the work.
 - 4.2.1 Completed CM work orders will be closed in MegaMation by the technician completing the work within 24 hours.
 - 4.2.2 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 Preventive Maintenance and Building Improvement Requests

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

Originated: January 2009; revised August 2018; June 2023
Cabinet approval: January 2009; September 2018, June 2023