

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 13.6	PAGE NUMBER 1 of 3
	RELATED ACA Standards: 4-4218	
CHAPTER: 13 Maintenance	SUBJECT: PREVENTIVE MAINTENANCE PLAN	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 10/05/2015		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* , §6517, §6504, 29 *Del. C.* § 8903

II. PURPOSE: To create policies and procedures for Facilities Maintenance and to establish and maintain a preventative maintenance program for Delaware Department of Correction facilities and institutions using the Delaware Automated Correction System (DACs).

III. APPLICABILITY: All DOC Facilities Maintenance employees and organizations conducting business with DOC Facilities Maintenance.

IV. DEFINITIONS:

Preventive Maintenance – Periodic inspection, cleaning, lubrication, parts replacement, adjustment and other maintenance tasks intended to avert otherwise preventable mechanical or system failures and to ensure the full service life of mechanical and other systems.

V. POLICY: It is DOC’s policy to maintain the structural, mechanical, electrical, architectural, and life-safety attributes of its facilities and institutions by fulfilling maintenance, safety, and regulatory requirements established by manufacturers, suppliers, industry best practices, governmental, environmental, and operating and safety conditions specific to DOC. Facilities Maintenance shall use the DACs maintenance work order system to schedule, record, manage, track and analyze the time, labor, and materials devoted to all preventive maintenance work and activities.

A. Selection of Equipment and Systems Subject to this Policy

1. All equipment, electrical, plumbing, and mechanical systems that incorporate component parts, accessories or sub-systems that require periodic replacement, cleaning, adjustment, lubrication or any other maintenance to ensure correct performance and appropriate service life. Examples include, but are not limited to air handlers, boilers, chillers, pumps, water filters, electrical equipment and switchgear, emergency generators, etc.

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2. Architectural, structural and building and grounds finishes that require periodic painting, cleaning, lubrication, adjustment, trimming, etc. to maintain appearance, structural integrity, and service life Examples include, but are not limited to exterior finishes, interior finishes, hard-surface floors, carpeted floors, windows, roofs, gutter, downspout and exterior drainage systems, parking lots, lawns, trees, fencing, sidewalks, institutional roads, etc.

3. Life-safety systems and other systems that require periodic testing, adjustment, cleaning, inspection or other work to ensure proper operation and code compliance. Examples include, but are not limited to fire alarm systems, fire suppression systems, building automation systems, security systems, etc.

B. Establishing Preventive Maintenance Work Orders

1. Regional superintendents or foremen-designees shall have responsibility to designate equipment, systems and facilities for inclusion in the preventive maintenance program per paragraph *V.A., Selection of Equipment and Systems Subject to this Policy*.
2. Regional superintendents or foremen-designees shall have responsibility to establish all preventive maintenance work orders.
3. Within 30 days after DOC's acceptance of newly installed equipment or systems in existing facilities, the regional superintendent or foremen-designee shall designate whether new equipment or systems will be included in the preventive maintenance program and will establish all required preventive maintenance work orders in DACS.
4. Within 90 days after DOC's acceptance of new facilities, the regional superintendent or foremen-designee shall designate the equipment, systems, and building attributes to be included in the preventive maintenance program per paragraph *V.A., Selection of Equipment and Systems Subject to this Policy*, and will establish all required preventive maintenance work orders.
5. The regional superintendent or foremen-designee shall review and update all established preventive maintenance work orders on an annual basis to ensure appropriateness and adherence to the purpose of this policy.

C. Using the DACS Work Order System to Facilitate Preventive Maintenance Activities

1. The DACS work order system automatically generates preventive maintenance work orders on a predefined basis.

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2. As work orders are generated by DACS, they shall be reviewed and approved by a regional maintenance superintendent or foreman-designee and assigned to a Maintenance Mechanics for completion.
3. The regional superintendent or foreman-designee may use his or her discretion to postpone, cancel or void a preventive maintenance work order based on operational needs or other conditions.
4. Completed preventive maintenance work orders shall be closed in DACS within 24 hours of completion (Refer to DOC Policy on Work Orders).
5. Any emergency found during the completion of a preventative maintenance activity should be immediately reported to supervision and should be entered into DACS as an emergency work order. Any and all measures will be pursued to resolve the emergency situation, to include emergency repairs and or replacement equipment being installed at the discretion of the Warden and Maintenance Superintendent.

