

College Operating Procedures (COP)



Procedure Title: Performance of Preventative Maintenance
Procedure Number: 07-0707
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.01
Florida Statute 1001.65;
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/09/09; Revised 07/01/09

Purpose Statement: Florida SouthWestern State College (College) shall routinely maintain equipment, tools and intangibles through the use of Preventative Maintenance Program

Guidelines:

The College shall routinely maintain equipment, tools and intangibles through the use Preventative Maintenance Program.

Procedures:

- I. In-house monitoring and routine maintenance will be performed by Facilities Personnel on select HVAC, Electrical and Building Systems equipment through use of the Bacnet/Alerton Energy Management System, Preventative Maintenance Work Records and the Work Order System. This will also include grounds, outside buildings, and parking lot lights.
- II. Outside vendor contracts will be maintained for the annual inspection, maintenance and repair of large motors, generators, electronic equipment and life safety equipment.