

## College Operating Procedures (COP)



**Procedure Title:** Performance of Preventative  
**Procedure Number:** Maintenance 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

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**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.