

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; 07/01/09, 08/14/18

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

Guidelines:

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

Procedures:

In house monitoring and routine maintenance is performed by Facilities personnel on building systems and parking lots as required by operational manuals and best practices. This includes heating, ventilation, air conditioning, electrical, grounds outside buildings, exterior lighting, building system equipment and parking lots. Maintenance/repair issues are identified and entered into the College's work order system, Computerized Maintenance Management System (CMMS). Repairs are assigned to either in house personnel or contractors based on nature of repairs. Work orders are completed and information is logged in the CMMS system for record keeping. PMs on equipment are scheduled per equipment operational maintenance (OM) manuals. PM's are performed in compliance with manufacture specifications, running hours or service schedules. Outside vendor contracts will be maintained for the annual inspections, maintenance and repairs. Outside vendors are under contract with the College to preform PMs on specified equipment established by OM manuals, manufactures and best practices. This includes, but is not limited to repairs of large motors, generators, electronic equipment, elevators, roof systems, wall systems and life safety systems.