

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 5.2	Effective Date 11/14/2014	Page 1 of 3
	Supersedes Preventative Maintenance, dated 4/01/2011		
Approved By:  Interim Commissioner Scott Semple	Title  Preventative Maintenance		

1. Policy. A preventive maintenance program shall be established and implemented for each Department of Correction owned facility and maintenance worthy item.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 4b-11 and 18-81.
  - B. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4218.
  - C. American Correctional Association, Performance-Based Standard for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-1C-13.
  - D. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-2A-03.
  - E. Association of Physical Plant Administrators, Facility Management, Second Edition, 1989, Chapter 38.
  - F. American Hospital Association, Hospital Engineers Handbook, Third Edition, 1980, Chapter 4.
3. Definitions. For purposes stated herein, the following definitions apply:
  - A. Maintenance Frequency. The time frame that is used to schedule the maintenance that is to be performed. This can be daily, weekly, monthly, semi-annually, or annually.
  - B. Maintenance Worthy Items. Items, systems or parts of structure that can be maintained on a scheduled basis to reduce or prevent further wear or deterioration, (e.g., medical devices, vehicles, pumps, seals, equipment, bearings, belts, electrical contacts, roofs, gutters, filters, packing, glazing, boilers, etc.).
  - C. Preventive Maintenance. Proactive care, upkeep, and maintenance of systems, equipment, and structures to assure proper operation and/or protection.
  - D. Total Maintenance Management System. A system that includes a computerized platform for initiating and maintaining a preventive maintenance system, a work request control system, an equipment inventory system, a material inventory system, a scheduler, a report generator, and other programs to assist in the overall care and maintenance of a facility.
  - E. Work Request Control System. A system to assign, track, manage, prioritize, measure efficiency and schedule assignments for a work force that maintains facilities. Items included in a work request can be: location at work, date requested, requester, area assigned to, person(s) assigned to, labor hours used, material used, cost, priority, identifiers, and completion date. This can be a manual or computerized system.
4. Preventive Maintenance System. Each Plant and Facility Engineer II shall establish and maintain a preventive maintenance system for each facility and/or maintenance worthy item.

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- A. Objective. The objective of a preventive maintenance program shall be to:
1. reduce unscheduled down time of equipment or systems;
  2. extend the useful life of equipment and structures;
  3. maintain the efficiency of systems, structures and equipment; and,
  4. reduce capital costs.
- B. Priority. The preventive maintenance procedure shall be given high priority. It shall be performed at a higher level of priority than routine maintenance, non-emergency repairs and construction.
- C. Implementation. The system may be implemented through a service contract, by in-house personnel or by a combination of both. The system may be manual, computerized or part of a Total Maintenance Management System. The following steps and/or requirements shall be utilized in developing and maintaining the system.
1. Perform an inventory of all maintenance worthy items at each facility. The inventory shall have the following information: description of the item, location, manufacturer, age, cost (new and replacement), serial number, manufacturer's number, and if it is an end item or part of a system.
  2. Establish the maintenance requirements of each maintenance worthy item.
  3. Assign a specific identifier.
  4. Establish the materials, parts, and the tools required to perform the preventive maintenance procedure.
  5. Determine the staff requirements and staff level that is required to complete each preventive maintenance procedure.
  6. Determine the time requirements to perform each preventive maintenance procedure. Travel time and efficiency of grouping procedures that can be done by the same work staff in the same area shall be considered.
  7. Establish a maintenance frequency for each item.
  8. Develop a preventive maintenance schedule based on the maintenance frequency requirements and the work force available to include service contracts that are in place to perform preventive maintenance procedures.
  9. Establish a purchasing procedure and inventory of parts to assure that the necessary parts required for each scheduled preventative maintenance procedure are available prior to the maintenance operation.
  10. Using a work request system, manual or computerized, issue CN 5201, Work Request Form (COR-43) prior to the scheduled date of each preventive maintenance procedure. A copy of each CN 5201, Work Request Form (COR-43) or "tickler" system is required to monitor the timely completion of the procedure. CN 5201, Work Request Form (COR-43) shall be completed in accordance with Attachment A, Work Request Form Instructions.
  11. Maintain a historical register of each maintenance worthy item. This register is to have the date of the procedure, parts used, labor hours, who completed the procedure and cost of the procedure. A running account of the cost is to be maintained including any repairs in between the scheduled procedures. This information shall be used to determine replacement of the item and capital budget requirements.

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12. Prepare a quarterly report listing all maintenance worthy items that could not have the preventive maintenance procedure completed in accordance with the pre-established schedule. A copy of this report is to be sent to the Director of Facilities Management and Engineering Services.
5. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. CN 5201, Work Request Form (COR-43);
  - B. Attachment A, Work Request Form Instructions; and,
  - C. Attachment B, Facility Management Decision Matrix.
6. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.