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# FACILITIES PREVENTIVE MAINTENANCE PROCESS (FAC-P002)

DCSS – Facilities Services

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## 1.0 SCOPE:

- 1.1 This procedure applies to all in-house preventive maintenance (PM) measures for carpentry, plumbing, electrical and HVAC crafts.

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## 2.0 RESPONSIBILITY:

- 2.1 Maintenance Technician, Carpentry, Plumbing, Electrical and HVAC  
2.2 Assistant Directors of Facilities

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Directors of Facilities

## 4.0 DEFINITIONS:

- 4.1 PM – Preventive Maintenance  
4.2 DCSS – Dougherty County School System  
4.3 WO – Work Order

## 5.0 PROCEDURE:

- 5.1 PM Teams shall review Dougherty County School System activities as per the established team rotation calendar.  
5.2 The PM Technician shall initiate corrective action for identifiable PM faults.  
5.3 Technicians shall record applicable information on the PM Work Order Register (form no. FAC-F002) and provide the completed register to the facilities supervisor.  
5.4 The Facilities Supervisor will review the PM work order sheet to ensure completion (i.e. listing of costs material, labor, etc). The supervisor and technician will resolve all discrepancies, if any, before forwarding for data entry.  
5.5 The PM Work Order Register is then forwarded to the Facilities Data Entry Clerk for entry into the MaintenanceDirect Computer program.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 PM Work Order Register, Form No. FAC-F002  
6.2 PM Rotational Calendar

## 7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Work Order Sheet	Electronic in Facilities	Minimum one year	Back up on tape	Archived

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### **8.0 REVISION HISTORY:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
15-Dec-02	A	Initial Release
23-Oct-03	B	In section 5.4 and 7.0 replaced the word “register” with “sheet”. In section 5.5, deleted the last sentence.

**\*\*\* End of Procedure \*\*\***