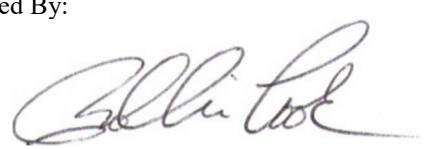
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 5.2	Effective Date 5/3/2019	Page 1 of 2
	Supersedes Preventative Maintenance, dated 11/14/2014		
Approved By:  Commissioner Rollin Cook	Title Preventative Maintenance and Work Order System.		

1. Policy. A preventive maintenance and Work Order program shall be established, implemented and utilized 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. Association of Physical Plant Administrators, Facility Management, Second Edition, 1989, Chapter 38.
 - c. 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. Work Order. Written request from a staff member requesting work or a task to be performed on an item or part of the building structure.
 - e. 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 scheduler, a report generator, and other programs to assist in the overall care and maintenance of a facility.
4. Computerized Maintenance Management System (CMMS). 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.
5. Work Order Maintenance System. Each unit head or designee shall be reasonable to ensure that all staff are observing the conditions of their assigned area. Each staff member shall be mandated to report any un-safe conditions or items of the building that need maintenance or repair.
 - a. Objective. The objective of a work order program shall be to:
 - i. Repair building structure or other related items;
 - ii. extend the useful life of equipment and structures;
 - iii. maintain the efficiency of systems, structures and equipment;
 - iv. reduce capital costs; and
 - v. keep a safe work environment.
 - b. Implementation. The system may be implemented through Computerized Maintenance Management System (CMMS).
6. 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.
 - a. Objective. The objective of a preventive maintenance program shall be to:
 - i. reduce unscheduled down time of equipment or systems;
 - ii. extend the useful life of equipment and structures;
 - iii. maintain the efficiency of systems, structures and equipment; and,
 - iv. reduce capital costs.

Directive Number 5.2	Effective Date 5/3/2019	Page 2 of 2
Title Preventative Maintenance and Work Order System		

- 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, or part of a Computerized Maintenance Management System (CMMS). The following steps and/or requirements shall be utilized in developing and maintaining the system.
 - i. 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.
 - ii. Establish the maintenance requirements of each maintenance worthy item.
 - iii. Assign a specific identifier.
 - iv. Establish the materials, parts, and the tools required to perform the preventive maintenance procedure.
 - v. Determine the staff requirements and staff level that is required to complete each preventive maintenance procedure.
 - vi. 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.
 - vii. Establish a maintenance frequency for each item.
 - viii. 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.
 - ix. Using a computerized preventive maintenance work request system or Excel preventive maintenance data base form, issue Preventive Maintenance Work Order to schedule each preventive maintenance procedure.
 - x. 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.
- 7. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
 - a. Attachment A, Facility Management Decision Matrix.
 - b. Attachment B, Computerized Work Request Training Guide
 - c. Attachment C, Completed Preventative Work Order Example
 - d. Attachment D, Completed Work Order Example
- 8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.