

1.1 PURPOSE

1.1.1 The preventive maintenance component of the TERRY R PITT CONSTRUCTION maintenance management system is to maximize the useful life of all buildings and equipment. Preventive maintenance efforts range from visual inspections only to performance testing and analysis; from minor adjustment, cleaning, and/or lubrication to complete overhauls; from reconditioning to components replacement. The preventive maintenance (PM) program has been designed to protect community assets and extend the life of equipment, enabling TERRY R PITT CONSTRUCTION to provide uninterrupted service to clients and staff. It is TERRY R PITT CONSTRUCTION's desire to maintain equipment before it fails, replace equipment before it reaches its projected life span, and anticipate problems before they become emergencies.

1.2 POLICY

1.2.1 TERRY R PITT CONSTRUCTION will provide for early detection of potential maintenance problems as well as proper care and routine maintenance of company systems and equipment. TERRY R PITT CONSTRUCTION will implement a comprehensive preventive maintenance program designed to:

- 1.2.1.1 Increase useful life of buildings and equipment
- 1.2.1.2 Ensure safety of personnel and employees using facilities
- 1.2.1.3 Prevent costly emergency repairs
- 1.2.1.4 Prevent inconvenience and expense due to unscheduled down time of facilities.

1.2.2 The preventive maintenance program is designed to support a safe, controlled, and comfortable environment by establishing programs to help ensure operational reliability of systems equipment and assessing and managing the risks associated with the systems and equipment malfunctions and failures. Preventive maintenance as defined by TERRY R PITT CONSTRUCTION is the utilization of planned services, inspections, adjustments, and replacements designed to ensure maximum utilization of equipment at minimum cost. Specifically, preventive maintenance includes cleaning, adjustments, lubrication, minor repairs, and parts replacement that are performed on scheduled frequencies according to written preventive maintenance standards. Assigned personnel at TERRY R PITT CONSTRUCTION will utilize a systematic method to periodically inspect and service the various mechanical, electrical, life safety, vertical transport, and electronic systems within and around the facility.

1.2.3 An inventory of machinery/equipment will be kept current. When new machinery or equipment is acquired, it must be added to the inventory.

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1.3 PROCEDURE

- 1.3.1 The preventive maintenance program is developed around a complete physical inventory of those mechanical, electrical, life safety, vertical transport, and electronic systems, as they are physically located in the buildings. This inventory will include all subsystems of major equipment. Equipment will be identified by the use of control numbers assigned to specific pieces of equipment and entered upon the inventory record to become a permanent record of that equipment.
- 1.3.1.1 TERRY R PITT CONSTRUCTION will provide all the necessary tools, manuals, parts, supplies, and manpower to perform scheduled assignments of the preventive maintenance program. TERRY R PITT CONSTRUCTION will be responsible for maintenance of a recordkeeping system that includes all segments of the program and will compile the data into meaningful and useful data. These records will include a history of each system and subcomponents and will illustrate the actual cost and frequency of any unscheduled work performed.
- 1.3.2 The actual performance of work on the equipment will be spot checked on select items and physical inspection conducted by the safety manager, engineering personnel, or other assigned personnel.
- 1.3.3 The preventive maintenance program will be concise and easily understood by personnel responsible for performing the work. All persons involved in the program will be oriented to it in order to understand its importance and to ensure that they will carry out their function effectively. Safety will be stressed throughout the entirety of the program. The employees assigned to perform preventive maintenance duties will be trained in all aspects of the program. The program is designed to keep paperwork to a minimum for that employee. All actual work performed will be followed up by a spot inspection as a measure of quality assurance to determine the accuracy and completeness of the work performed.
- 1.3.4 All equipment will be included in the preventive maintenance program. The importance of the equipment as well as its cost, maintenance requirements, and functions will determine the priority and frequency of inspections. A complete description of what to inspect in each system will include items such as temperature, pressure, voltage, and other readings that are normal for that equipment. These will be included in the various preventive maintenance documents located in the main office and given to the mechanic assigned the task.
- 1.3.5 The preventive maintenance plan will include any technique that is specific or unique to any given piece of equipment. Also included are specifications as to the exact lubricants to be used on equipment and where that lubricant is to be applied. Filters will be specifically defined stating size and the numbers needed. Belt sizes will be listed for each specific unit. All other adjustments as required for fine-tuning of machinery will be part of the preventive maintenance program.
- 1.3.6 Scheduling of inspections will be programmed to cover equipment inventoried within a time frame conducive to good mechanical operation and physical appearance. The schedule will be flexible to allow for expansion of the program and to allow for unforeseen problems that might arise.

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- 1.3.7 The preventive maintenance program will be reviewed periodically and revised as required as a result of streamlining of operations, additions to inventory, or if results of the preventive maintenance program are unacceptable.
- 1.3.8 The database will generate the work orders, specifying what needs to be done when performing the inspection. The preventive maintenance schedule will show which pieces of equipment are due for the specific inspections and basic instructions for the tasks to perform. Other equipment will also appear in the preventive maintenance schedule. Equipment on a service contract with outside vendors will be included in the preventive maintenance schedule to show that these items are receiving the necessary attention and maintenance conducive to proper TERRY R PITT CONSTRUCTION environment and a good preventive maintenance program.
- 1.3.9 A preventive maintenance schedule for equipment and machinery shall be developed, established, and maintained based on manufacturer requirements and industry standards.
- 1.3.10 Defects observed in machinery or equipment will be reported to a supervisor and must be repaired or replaced before being used again.

1.4 RECORDKEEPING

- 1.4.1 The preventive maintenance program should be well documented as to scope and frequency of maintenance. Record all routine maintenance activities and the results of routine testing for trending purposes. The senior facilities manager will document all repair and/or replacement of components and equipment. When changes are made to any systems, update all applicable drawings and maintenance schedules to reflect the changes. Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations.
- 1.4.2 Preventive maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment.

1.5 STANDARDS

- 1.5.1 Any preventive maintenance program will be performed in accordance with accepted industry standards and work/safety practices and any operation and maintenance manuals. All forms are located on the main office.
- 1.5.2 The electrical preventive maintenance program should be well documented as to scope and frequency of maintenance. Record all routine maintenance activities and the results of routine testing for trending purposes. Document all repair and/or replacement of electrical components. When changes are made to the electrical distribution system, update all applicable drawings and maintenance schedules to reflect the changes. Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations.

1.6 AUDITING/MONITORING

- 1.6.1 Any variances related to non-compliance with this policy will be identified by the senior facilities manager. When a negative variance is identified, the senior facilities manager will notify the safety manager and engineering personnel for follow-up and investigation. The investigation of significant events will be followed by additional training to help prevent their recurrence.

1.7 TRAINING

- 1.7.1 Training on maintenance and safety is provided to general services staff part of new employee orientation. Additional training occurs on receipt of new equipment and as needed thereafter.

