

POLICY AND PROCEDURES

NUMBER: 603

SUBJECT: Preventative Maintenance

ACA STANDARDS: 4-ALDF-1C-13; 1C-14; 1C-15

DIRECTOR: Herbert Bernsen

PUBLIC WORKS FACILITIES MANAGER: Don Scheffing

EFFECTIVE DATE: 1/99 REVISION DATE: 5/05, 11/13



I. POLICY

The St. Louis County Department of Public Works in cooperation with the St. Louis County Department of Justice Services shall operate and maintain all Justice Center facility equipment and systems in a safe and efficient manner and maintain its structural components through the use of a preventive maintenance program.

II. RESPONSIBILITIES

The St. Louis County Department of Public Works' staff, in cooperation with the St. Louis County Department of Justice Services' staff, are responsible for the following procedures.

III. PROCEDURES

- A. The St. Louis County Department of Public Works shall have Equipment Operators on duty twenty-four (24) hours a day, every day of the year to operate, check and maintain the Justice Center facility equipment and systems requiring constant attention, (e.g., boilers, chillers, cooling towers, air handlers, hot water generators, emergency power generators, electrical switchgear, elevators, etc.).
- B. Operators during nights (3:00 PM to 7:00 AM) and weekends will have duties at other County facilities within Clayton, MO but the primary duty location will be at the Justice Center when those Operators are not making

periodic inspections of other facility operating equipment and systems. A Maintenance Mechanic will also be on shift to assist in the Operator's functions. The Mechanic unless required by an emergency in another facility, will be available to the Justice Services' staff if an emergency is declared by a staff member of the Department of Justice Services according to the conditions set by the Superintendent of Operations.

- C. The Public Works' staff shall maintain and utilize the Computerized Maintenance Management System (CMMS), to ensure the maintenance of critical equipment and facility components is addressed in a timely manner. The system, based on a schedule determined by the Maintenance Supervisor, will automatically issue work orders with prescribed inspection and maintenance procedures for qualified technicians to accomplish the preventive maintenance of the equipment and facility components requiring periodic attention, (currently 320). The bulk of any extensive repair found by the technicians conducting the preventive maintenance will be carried out by the Justice Center's assigned weekday Maintenance Crew consisting of two (2) Foremen and seven (7) Maintenance Mechanics.
- D. The CMMS maintained and used by the Department of Public Works shall continue to have the ability to maintain a preventive maintenance log for each piece of equipment. The CMMS's stored data will constitute a permanent record of inspections performed and will include the date, name of Mechanic and the work performed.
- E. Inspection checklists shall be maintained for attended equipment. Checklists shall include a description of services, checks or adjustments that must be performed during the inspections. These will be based on manufacturer's service manuals and other local factors, and will be developed for the various types of equipment used in the facility, requiring inspection during each shift. Any equipment operation abnormalities that are encountered during a shift will be recorded in the maintenance log for that facility. If immediate attention is required, action will be taken by the on-shift personnel, by contractors called in by the shift Equipment Operator or by County personnel called to remedy the situation.
- F. Maintenance personnel shall record non-scheduled examinations, lubrication, minor adjustment and servicing of facility equipment and systems on standard Public Works' work order request forms for entry into the CMMS at a later date. As a result, all such work will be documented in the CMMS after the fact. This will serve as permanent record of the work performed providing additional historical information on equipment and systems.

G. If work on a piece of equipment or facility system requires more than a short examination, simple lubrication or minor adjustment, the scope of work shall be recorded by the Equipment Operator, Maintenance Mechanic or Maintenance Foreman on a standard Public Works' work order form for entry into the CMMS. The resulting work order will then be issued to the appropriate shop for material and procurement and execution. Work required within the Justice Center that is found to be required by the Justice Services staff, that is non-emergency should also be recorded by the staff for creation of a work order. Emergency work found to be needed shall be reported to the Justice Services Watch Commander for immediate relay to the Public Works' Justice Center Maintenance Crew.

H. The urgency for a maintenance deficiency correction varies and shall be divided into three (3) classifications in the existing Public Works' CMMS:

1. Emergency Maintenance

NOTE: Emergency Maintenance is for urgent maintenance. This includes maintenance representing a deficiency or breakdown found during normal operations requiring immediate correction to eliminate hazards to personnel, equipment loss or damage to property. Situations in this category are to be reported immediately to the Public Works' Maintenance Foreman/designee for prompt action.

2. Corrective Maintenance (Urgency)

NOTE: Corrective Maintenance is for projected maintenance. This includes items similar to those of corrective maintenance but of a more urgent nature, i.e., items showing some evidence of deterioration that will increase with time and subsequently require corrective action. This category provides information for a list of maintenance and repair work for advance planning and budgeting. The Department of Justice Services staff who paces a request for Corrective Maintenance (Urgency) will include details for the urgency of the maintenance in his/her request.

3. Corrective Maintenance

NOTE: Corrective Maintenance is for projected maintenance. This includes items showing some evidence of deterioration that will increase with time and subsequently require corrective action. This category provides information for a list of maintenance and repair work for advance planning and budgeting.

- I. To assist in notification of emergency situations, the Department of Public Works shall continue to maintain an Equipment Monitoring System (EMS) that will through a series of sensors continue to monitor facility equipment for compliance with set points. Any equipment found by system scans to be operating out of compliance will result in an alarm being shown on the Equipment Operator's console. In addition, the EMS will have the ability to communicate with the alarm via telephone dial up devices to data display pagers worn by the Equipment Operator and shift Maintenance Mechanic as well as the Foreman on duty.

- J. The Department of Justice Services may call a Customer Service meeting with the Public Works Facility Manager with any concerns. These meetings may include a walk-through. The walk-through will allow input from the Department of Justice Services staff for plans for the facility as well as allowing staff from the Department of Public Works to inform staff from the Department of Justice Services trends in system failures and required major maintenance that could affect the facility for extended periods.

NOTE: Any security deficiencies discovered in the course of a walk-through will be immediately reported to the Watch Commander.

- K. To facilitate communications between the Department of Justice Services' staff and the Department of Public Works' staff, the Equipment Operators and Mechanics shall have portable radios for use on the Department of Justice Services' and the St. Louis County Bureau of Security's frequencies as well as the assigned Department of Public Works' frequency.