



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 535  
VERSION: 3

## **SUBJECT: PREVENTIVE MAINTENANCE – RESPONSIBILITIES OF EACH SHOP**

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### **POLICY:**

Correctly planned, scheduled, performed, and documented preventive maintenance of equipment and systems is one of the primary responsibilities of each Facilities shop. A successful preventive maintenance program supports the patient care mission of The High Desert Health System (HDHS) by keeping equipment and systems functional and safe.

### **PURPOSE:**

The primary goal of maintenance is to avoid the consequences of failure of equipment, by mitigating the failures before they actually occur. Preventative maintenance is designed to preserve and restore equipment reliability and efficiency, by replacing worn components before they actually fail. Preventive maintenance activities include partial or complete overhauls at specified periods, oil changes, lubrication and so on. In addition, workers can record equipment deterioration, so they know to replace or repair worn parts before they cause a system failure.

### **PROCEDURE:**

Each shop employee is responsible for the following:

1. Keeping up to date on the standards applying to equipment and systems maintained by the shop.
2. Identifying equipment and systems to be included in the preventive maintenance (PM) program for the shop.
3. Completing PMs accurately, efficiently and on schedule.
  
4. Closing PM work orders in the computer and forwarding copies of completed work orders to the Facilities Office.
  - Completed PMs must be closed DAILY (do NOT hold on to completed PMs)
  - All PMs (including “Daily PMs”) must be closed by 0900 on the last day of the month.
  - If a PM could not be completed by the end of the month, close it and create a work order.
5. If there are any repairs needed on a piece of equipment, it shall be noted on the PM work order and the technician will generate a service call work order. The work order should contain the equipment I.D. number and a description of the service needed.
6. Informing the Facilities Division office of changes in inventory, schedules and tasks.

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Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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