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|  BUILDINGS & GROUNDS MAINTENANCE | NO. 620 |
| POLICY:The Maintenance Director is charged with the responsibility for maintaining the buildings, grounds and equipment covered by contract maintenance agreements.PROCEDURE:1. Routine Maintenancea) Maintenance personnel perform preventive maintenance as scheduled on HVAC Systems Log entries are retained to insure that timely preventive maintenance is accomplished and inoperative services and equipment failure is minimized.b) Regular maintenance inspections are conducted by the Director. Discrepancies are noted and corrective action is taken.c) Maintenance services are considered on a routine and non-routine basis:1) Maintenance service requests shall be submitted on the appropriate form, via the TELS system so that staff and supplies can be scheduled to complete the service request.2) Mechanical, electrical, plumbing and construction requests shall be submitted in writing to the Director of Maintenance or TELS system depending on request.3) The Maintenance Director schedules work to be performed and retain a log of services rendered including time, materials, and staff assigned. Maintenance work can be assigned from work orders received from a Department Head or Administrator.2. Priority MaintenanceThis procedure as outlined in paragraph 1c) above remains the same with the following exception:a) Priority Maintenance takes precedence over routine work and is assigned to be done at the first available time during normal working hours. |
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| 3. Emergency MaintenanceProcedure as outlined in paragraph 1c) above with the following exceptions.a) Telephone or messenger will be used to transmit a request for Emergency Maintenance.b) Personnel performing routine and priority maintenance will be redirected to perform emergency maintenance as required.c) Personnel, as required, will be called in after normal working hours so that the emergency maintenance will be accomplished in an expeditious manner.d) Emergency maintenance will include services or equipment, failure of which will adversely affect good patient care. This includes electrical service, communications, water, septic systems, and other essential equipment.4. Grounds MaintenanceMaintenance Director will schedule staff to accomplish seasonal and non-seasonal activities required to maintain landscape, architecture, i.e., tree removal, fence repair, roads, walls, planting of shrubs and trees, paths, grass cutting. |
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