

## Facilities Services Department

## Preventive Maintenance Policy

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Applies to: All Employees in Facilities Services  
Issued: November 1, 2016  
Updated:

### **POLICY**

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To strengthen and document the Preventative Maintenance (PM) project at the University of Tennessee, Knoxville (UTK), which allows the Facilities Services Department to better plan for maintenance requirements and make sure the Facilities Services Department can address them in a timely manner.

The goal of the program is to prepare and schedule PM tasks for each UTK asset that requires any sort of PM to maximize its useful life. The PM program focuses first on the mission-critical UTK assets and equipment that keep the UTK buildings and grounds operating.

### **DEFINITION**

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Preventive Maintenance: The regularly scheduled work needed to keep equipment/assets operating at peak efficiency, prevent their breakdown, and maximize their useful life.

### **POLICY GUIDELINES**

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#### Section A: New Items

1. New items meeting the following criteria are to be entered into Archibus upon installation. The program includes, but is not limited to:
  - a. Life Safety Equipment (fire alarm systems, emergency eye wash stations, etc.)
  - b. Electrical Equipment (electrical transformers, emergency generators, etc.)
  - c. HVAC Equipment (air conditioning equipment, exhaust fans, etc.)
  - d. Plumbing Systems (sanitary drains, catch basins, sewer clean outs, etc.)
  - e. Landscape Irrigation Systems (controller, back-up battery, etc.)
  - f. Equipment/Assets with replacement cost of \$25K or more (roofs, research equipment, etc.)
  - g. Items under warranty that require specific PM tasks at specific intervals in order to maintain the warranty (\$5K or more)
  - h. Items under service contract to document PM performance by the contractor (elevators, sprinkler systems, etc.)
  - i. New equipment/assets valued at \$25K or more (including in new buildings)
  - j. Additional items as needed for detailed documentation purposes

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### Section B: PM Schedule

2. A specific PM schedule will be developed for each UTK asset. The schedule shall include:
  - a. A list of the PM tasks to be performed
  - b. The frequency with which the tasks will be performed
  - c. The tools and materials required to perform the tasks (so they will be on hand when needed)
  - d. An assessment of the skills, certifications, or licensing needed to perform the tasks will be made to determine if an outside contractor must be used to perform the work
  - e. PM procedures will be reviewed annually (or more often when needed) to ensure the timing and scope of the work included in the PM procedures are appropriate
  - f. The Equipment Inventory List will be reviewed at the same time as the PM procedures to ensure proper PM tasks will be developed and scheduled for new items