FACILITY AND EQUIPMENT

MAINTENANCE POLICY

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FACILITY & EQUIPMENT MAINTENANCE

A well-designed and properly equipped and maintained facility is essential for efficient workflow and a successful maintenance program. The maintenance department of a transit system must care for its facilities and equipment properly to promote their longevity and to provide a suitable and safe working environment for employees. The building facility has a monthly building and shop equipment inspections performed by the Transit Director or appointed representative.

Plan of Action

In order to accomplish the goals and objectives, _____ (Agency Name) will implement a plan of action that provides the necessary tools and resources, while avoiding waste to accomplish the goal.

Regardless of how good the written objectives of the maintenance program are, the crucial element of success is the competent and knowledgeable people who manage and administer it.

Program of Inspections and Preventative Maintenance

The maintenance program is a changing system based on legal requirements, construction contractor, or original equipment manufacturer (OEM) recommendations; mechanic and technician evaluation, and statistical evaluation. As issues are identified, they are systemically evaluated to develop and implement new processes; utilize technological improvements and implement training to increase efficiency of operations.

The preventive maintenance schedule is reflected in a matrix or table format in this document and is available by the SDDOT, Office of Air, Rail, and Transit in an electronic version of Excel.

Timeliness of preventative maintenance is important. The following standards are used to gauge on the on-time performance of the preventive maintenance schedule. The transit director or appointed representative will check the list on a weekly basis to make sure that all of the preventive maintenance is being handled and repairs are made in a timely manner.

- Weekly Inspections: These are considered on time if completed between the date issued and 7 days after the due date. Some weekly inspections require daily actions; daily actions are checked off as accomplished.
- Monthly Inspections: These are considered on time if completed between the date issued and 15 days after the due date.
- Quarterly Inspections: These are considered on time if completed between the date issued and 30 days after the due date.
- Semi-annual Inspections: These are considered on time if completed between the date issued and 30 days after the due date.
- Annual Inspections: These are considered on time if completed between the date issued and 30 days after the due date.

Inspection checklists are developed for particular inspections as a guide to insure that the maintenance personnel accomplish the important aspects. Detailed procedures and tolerance are contained in the manufacturer's maintenance manual for each individual equipment item.

Section 2

Preventative Maintenance Schedule

Each transit agency shall establish a regular date each month to perform their weekly, monthly, and annual facility and equipment inspections. A copy of each of the inspection checklist shall be kept on file at each transit facility and at transit headquarters for review upon request by members of management or SDDOT. Each transit facility shall keep three (3) years of records on file in each facility and at transit headquarters.

The following list of equipment is not inclusion but a summary of equipment. Each transit agency shall added additional equipment items to the checklist based on their acquisitions.

HVAC systems, sprinkler/security systems, air compressor, hoist, building exterior, roof, plumbing and water service systems, safety equipment, rest rooms and electrical systems.

Preventive Maintenance	**Daily**	**Weekly**	**Bi Weekly**	**Monthly**	**Bi Monthly**	**Quarterly**	**Semi Annual**	**Annual**
Air Handler								X
Air Compressor				X				
HVAC Systems						X		
Elevator							X	
Exhaust Hose								X
Fire Extinguishers								X
First Aid & Eye Wash			X					
Garage Doors							X	
Hoist							X	
Exterior of Building								X
Parking Lot/Driveway								X
Restrooms	X							
Roof Inspections								X
Sewer Lines						X		
Vacuums						X		
Water Heaters						X		
Water Softener				X				
Sprinkler/Security System				X				

Please mark N/A if you do not have an item in your garage***

Maintenance Facility Policy was adopted by the
_____, on _____, _____.