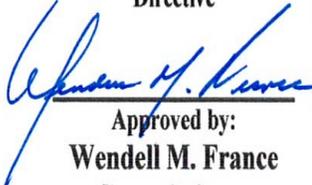




Division of Pretrial
Detention and Services
Directive


Approved by:
Wendell M. France
Commissioner

Title: Preventive Maintenance Program	Directive Number: DPDS.070.0002
Related MD Statute/Regulations: N/A	Supersedes: DPDS.070.0002 titled Preventive Maintenance Program and issued on October 16, 2009
Related ACA Standards: 4-ALDF-1C-13	Authorized by: Warden and Facility Maintenance Manager
Related MCCS Standards: N/A	Effective Date: February 9, 2011 Number of Pages: 4

.01 Purpose.

- A. This directive establishes a schedule for the routine upkeep for the Division's equipment, buildings and structures.
- B. This directive assigns responsibility for the oversight and for the daily management of a comprehensive preventive maintenance program for Division property.

.02 Scope.

The Division of Pretrial Detention and Services.

.03 Policy.

Preventive maintenance shall be routinely completed in order to reduce the incidence of emergency repairs and to ensure longer life for Division property.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) "Preventive maintenance" (PM) means the scheduled inspection and servicing of :
 - (a) Equipment;
 - (b) Buildings; and
 - (c) Structures.

.05 Responsibility.

A. The warden is responsible to:

- (1) Ensure that a PM program is operational for all equipment, buildings and structures under his or her control; and
- (2) In, accordance with a timetable to be established by the deputy commissioner, ensure that all manual PM programs are converted to a facility-wide computerized system.

B. The facility maintenance manager is directly responsible for implementation of a PM program. Duties shall include but not be limited to:

- (1) Application of the following criteria to identify equipment, buildings and structure for inclusion:
 - (a) Manufacturer's recommendation for scheduled service or replacement; or
 - (b) PM is more cost effective than replacement or modernization; or
 - (c) A determination upon consideration of the following factors:
 - (i) Critical/non-critical to operations;
 - (ii) Failure could/could not result in a breach of security;
 - (iii) Replacement equipment or a substitute site is/is not readily available; and
 - (iv) Age and normal life expectancy.
 - (d) Exclusion of complex, technology-based systems to be:
 - (i) Identified for by the deputy commissioner; and
 - (ii) Covered by an annual contract which shall provide for all PM and required repairs to be performed by the manufacturer or technicians certified by the manufacturer Staff training;
- (2) Adoption of building PM schedules:
 - (a) On a quarterly basis for:
 - (i) Ventilation systems;
 - (ii) Electrical systems, for the elimination of potential shock hazards; and
 - (iii) Potable water supply, for adequate protection from backflow contamination.

(b) On an annual basis for sufficient lighting levels.

(3) Establishment of a PM reference library which features

(a) Manufacturer's user and installation manuals for all pertinent equipment, when such materials are still available from the manufacturer;

(b) Detailed engineering plans and drawings of buildings and other structures;

(b) Access for authorized staff through photocopies or check-out as appropriate; and

(c) Conversion to a computerized PM program with:

(i) Accurate entry of all necessary technical information; and

(ii) A history of acquisition, repair and service.

(3) Effective resource management to include but not be limited to:

(a) Work flow control;

(b) Performance measurement;

(c) Stock procurement and control;

(d) Provisions for an emergency response;

(e) Reporting of timely and useful data to include analysis and recommendations; and

(f) Program monitoring to include:

(i) Facility-wide inspections for the purpose of assisting with maintenance problems and ensuring compliance with this directive; and

(ii) At a minimum, monthly inspections accompanied by the facility administrator or the warden's designee.

C. The facility maintenance manager shall have overall responsibility for:

(1) An inventory of all items included in the PM program;

(2) A permanent service record for each item to include:

(a) All scheduled service; and

(b) All non-scheduled repair or replacement;

- (3) Establishing a work order for each item that shall provide:
 - (a) Detailed instruction to the technician for each task to be completed when performing routine PM;
 - (b) Format for the documentation of:
 - (i) Actual time spent in completing PM service;
 - (ii) Tasks completed and signature line for the assigned technician; and
 - (iii) The maintenance supervisor's review of all completed work orders.
- (4) Tracking of scheduled service and work orders.

.06 Attachment(s).

There are no attachments to this directive.

.07 History.

- A. This directive replaces DPDS.070.0002 titled, Preventive Maintenance Program and issued on October 16, 2009.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.

