

GRAMBLING STATE UNIVERSITY

**FACILITIES MANAGEMENT
POLICY AND PROCEDURE MANUAL**

**Ray L. Dudley
Director**

Approved by: _____
Director, Facilities Management

Date: _____

GRAMBLING STATE UNIVERSITY
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POLICY AND PROCEDURE MANUAL

POLICY REVIEW COMMITTEE

Director	_____	Date: _____
Facility Planner	_____	Date: _____
Facilities Manager	_____	Date: _____
Safety Director	_____	Date: _____
Deferred Maintenance Director	_____	Date: _____

Approved by: _____
Daarel Burnette
Vice President for Finance

GRAMBLING STATE UNIVERSITY

FACILITIES MANAGEMENT
POLICY AND PROCEDURE MANUAL

INTRODUCTION

This manual has been prepared to help employees of the Facilities Management Department have a better understanding of the aims and goals of the department. It is intended to answer questions which pertain to the rules and regulations which govern the operation and maintenance of each section and shop.

MISSION STATEMENT

We are committed to providing you, our students, staff and faculty, a safe, clean and comfortable atmosphere conducive to learning and working.

We have a qualified professional staff that is prepared to deliver a range of services that will improve the quality of life at the University.

ORGANIZATION CHART

ADMINISTRATION

BUDGET

Effective date:

ADMINISTRATION

Revision date:

Policy:

Responsible to operate the budget efficiently and keep expenditures within the budgeted funds for the fiscal year.

Procedure:

I. Budget Request

- A. A request for operating funds for the upcoming fiscal year will be prepared by the Director of Facilities Management under the guidelines of the campus Budget Office. In the case of a “stand still” budget, no departmental request is necessary.
- B. Funds will be requested for each chart string and account number.
- C. Amounts requested will be based on historical information and current needs. Input will be solicited from the Director of Facilities Management.
- D. The format and due date of the budget request varies each year, and is determined by the Budget Office.
- E. The Budget Office allocates available funds to the departments within the Facilities Department.

II. Monthly Review of Expenditures

- A. The Facilities Management office staff will prepare reports from the monthly ledgers for the Director of Facilities Management.
- B. This report will recap expenditures by chart string and account number and will reflect percentage spent to date.
- C. These reports will also contain a projection for expenditures for the remainder of the fiscal year.

**POLICY REVIEW AND CONTROL
ADMINISTRATION**

Effective Date:
Revision Date:

Policy:

Establish a revision and review process to update the departmental policy plan.

Procedure:

I. POLICY REVIEW COMMITTEE

A. The Policy Review Committee will consist of employees incumbent to the following positions:

1. Facilities Planner
2. Facilities Maintenance Manager
3. Preventive Maintenance
4. Director of Safety and Risk Management
5. Grounds Horticulturist
6. Custodian Manager

B. The Committee will perform the following:

1. Periodically review policies for needed revisions and make changes as required.
2. Recommend and review new policy proposals.
3. All members will initial and date updated or new policies.

II. **POLICY DISTRIBUTION AND CONTROL**

A. Approved policies will be distributed to all policy manual holders.

B. The manual holder is responsible to perform the following:

1. Insert new and revised policies into this manual and remove outdated copies.
2. Review the manual periodically and maintain a working knowledge of its contents.
3. Inform employees of changes to policy.

C. When all the changes are posted, the POLICY UPDATE LOG which is located in the front of the manual should be initiated and dated.

D. All policy manuals will be inspected at least every three years to ensure they reflect current policy.

POLICY STATEMENT

ADMINISTRATION

Effective date:

Revision date:

Policy:

Facilities Management Department is a service organization responsible for facility planning, construction coordination, renovation, operation, maintenance and repair of buildings, grounds and utilities systems for all components of Grambling State University. The department ensures that all

work meets or exceeds applicable codes and regulations and conforms to state, federal and local standards.

I. Organization

- A. See attached Organization Chart
- B. Locations:
 - 1. Administrative Offices.....Facilities Administration Building
 - 2. Maintenance Shops.....Facilities Automotive/Maintenance Shop

II. SERVICES PROVIDED

- A. Utility Systems: Utilities provided are: steam, chilled water, emergency power, domestic cold and hot water, kitchen hot water, HVAC and energy management, fire alarm, natural gas and electricity.
- B. Emergency Response: Facilities employees respond to emergency maintenance problems 24 hours a day, seven days per week. If a Facilities employee cannot resolve the problem, a contractor will be contacted.
- C. Key Control: The facility has a proprietary key system and the issue of keys is restricted to Grambling State University's and graduate students subject to administrative approval on an individual basis.
- D. Preventive Maintenance: A preventive maintenance program for all fixed and selected movable equipment is administered as part of the total maintenance program.
- E. Facility Planning: Provide and manage the facility planning process on campus by collecting information from various departments, making recommendations to administration, and coordinating planning issues with local and state agencies.
- F. Routine Maintenance: Facilities employees respond to routine requests for maintenance from all departments. Work is scheduled and performed according to priority levels determined by the Facilities Manager.
- G. Facility Record Keeping: Facilities maintains records on construction and renovation projects, including floor plans, specifications, cost, square footage, and other facility information.

- H. Project Management: Facilities staff provides management for construction and renovation projects. Projects may be designed in-house or by contract architects or engineers. Project(s) may be constructed by in-house forces or outside contractors.

- I. In-House Renovation: Facilities, depending on available resources, will provide services for accomplishing renovation projects if approved and funded and will coordinate the project to completion.
- J. Grounds Keeping: The Grounds unit has a crew of Horticultural Attendants who are dedicated to performing maintenance and landscaping activities for upkeep and beautification of the grounds.
- K. Non-Maintenance Convenience: At the request of departments, Facilities will provide miscellaneous services such as hanging pictures, installing blinds, installing carpet, bulletin boards, etc.

**UTILITY SYSTEM MANAGEMENT PLAN
ADMINISTRATION**

Effective date:
Revision date:

Policy:

Scope: The utility system management plan defines processes for providing an environment that is conducive for students, faculty, staff and visitors.

Purpose: The utility management plan ensures that Grambling State University will operate and maintain all utility systems to promote a safe, controlled and comfortable environment for students, faculty, staff and visitors. Procedures are in place to reduce the potential of organizational acquired illness. The program assesses and minimizes risks of operational reliability of utility systems.

Procedure:

I. Objectives:

- A. A risk criterion is in place for identifying, evaluating, and taking a current, accurate and separate inventory of critical operating components of systems to be included in the utility management plan.
- B. Critical operating components are inspected, tested, and maintained prior to use and consistent with maintenance strategies identified in the Utility Management Plan.
- C. A utility system operational plan is in place to ensure reliability, minimize risks and reduce failures.
- D. Layouts and operational plans of the distribution of the utility system are maintained in the Facilities Department. All controls, valves, and electric circuits, etc. are documented and tagged for partial or complete emergency shut-down.
- E. An emergency electrical power source supplies electricity to the following areas when normal electricity is interrupted:
 1. Alarm systems
 2. Exit route illuminations
 3. Emergency communication systems
 4. Illumination of exit signs

II. Management Overview

The university has implemented processes for minimizing utility systems risks including: redundant of back-up systems, removal or replacement of antiquated equipment and mechanical and electrical devices, a building inspection management plan to correct life safety deficiencies, a preventive maintenance program to ensure proper inspection and operation of equipment, and training of maintenance personnel.

III. Organization Role of Responsibility

Facilities are responsible for identifying, evaluating, and taking inventory of the critical operating components of the systems of the utility management program and evaluate the impact of utility systems.

- A. **Environmental Systems** provides a role in maintaining a comfortable environment for students, faculty, staff and visitors. These systems are maintained to provide the highest degree of stability and reliability. This is accomplished through inspections, monitoring operations and performance, and preventive maintenance.
- B. **Equipment Support Systems** performance is measured by inspection, testing, operational plans and routine assessments as direct indicators of equipment performance and needs.
- C. **Communication Systems** are on emergency power and back-up procedures are in place to further reduce risk or loss. All systems evaluated and included in the Preventive Maintenance (PM) Program are identified in the computerized TMA system inventory. The PM procedure includes the scheduling, task service history and frequency. When new equipment is installed, it is included in the utility system distribution scheme by adding to the existing facilities drawings.

The assessment of utility systems performance is through consistency of uninterrupted service. Each piece of equipment or system, after inclusion into the utility management program is monitored and assessed to evaluate and identify the components and systems that need improvement which may include increase frequency of maintenance, planned component replacement or needed repairs.

Intervals for inspecting, testing, and maintaining appropriate critical components on the inventory (i.e. those pieces of components on the inventory benefitting from scheduled activities to minimize the clinical and physical risks) that are based upon criteria such as manufacturers' recommendations, risk levels, and current organizational experience.

IV. **Standard of Performance:**

The Facilities staff assigned to the maintenance of system utilities are required to have a good working knowledge of the system, monitor, inspect and test utilities using the preventive maintenance program, making repairs and reporting incidents. All critical components are inspected, maintained and tested in accordance with their respective codes and other associated codes.

V. **Information Collection and Evaluation System**

Data and information is routinely collected and evaluated on utility systems:

- A. Supervisors and maintenance staff collect data to evaluate system operation or to ascertain the effectiveness of a repair. Should the data indicate system performance is below expectations, a report is made and corrective action taken.
- B. Outstanding work orders and PM's are processed weekly and reviewed by the building maintenance superintendent.

- C. Utility outages are reported to the Director of Facilities and in turn to the Safety Director.

VI. Orientation:

Facilities employees that are responsible for maintaining and testing utility systems are in-serviced in departmental orientation and annually receive education addressing: emergency shut-offs, whom to contact in case of emergency, processes for reporting management problems, failures and user errors and knowledge of and skills to perform maintenance. Utility system users should have knowledge of capabilities, limitations, special applications and emergency procedures in the event of utility systems failures.

Additional employee training includes: lock out-tag out, confined space, work place violence, MSDS (Right-to-Know), fire safety, and personal protective equipment.

Additional staff training is provided through in-service by shop foreman to reinforce the importance of quality and efficient work performance and standards.

VII. Policy and Procedures:

Emergency Procedures for Utility Systems Disruptions: The Facilities Department provide specific procedures in the event of a utility system malfunction, identifies alternative sources of essential utilities, location and shut-off procedures, emergency numbers and notification procedures, and repair services.

VIII. Facilities Policies that Support the Utility Management Plan:

- Electrical Distribution/Maintenance
- Elevators/Maintenance
- Fire Alarm System/Maintenance
- Fire Inspection Contractor/Maintenance
- HVAC Temperature/Maintenance
- Preventive Maintenance/Deferred Maintenance
- Utility Interruption/Maintenance
- Water Distribution/Maintenance

Utility system policy and procedures defined in this plan are contained in the following:

1. University Safety Manual
2. Facilities Policy and Procedure Manual

When planning demolition, construction or renovation work, the contractor conducts a proactive risk assessment using risk criteria to identify hazards that could potentially compromise students, faculty and staff in occupied areas of the university's buildings. The scope and nature of the activities should determine the extent of risk assessment required.

The risk criteria should address the impact demolition, renovation or new construction activities have on air quality requirements, utility requirements, noise, vibration, and emergency procedures. As required, the university selects and implements proper controls to reduce risk and minimize the impact of these activities.

The utilities system management plan is updated annually as policy and procedures are changed as a result of code changes, construction additions and new methods are implemented. The Facilities Department and the Safety Director will evaluate the plan annually.

The evaluation will be on the following:

1. Determine if the plan is meeting the needs of the university.
2. Problems are identified.
3. Resolutions to problems are identified.
4. Performance improvement standards.
5. Performance standards.
6. Staff knowledge – is staff knowledgeable of their role as it relates to the plan.

JURISDICTION

AUTOMOTIVE SHOP
JURISDICTION

Effective date:
Revision date:

Policy:

Ensure that personnel assigned to the automotive shop know and understand the job requirements and responsibility, quality expectations and jurisdiction limits of the shop.

Procedure:

I. SERVICE AND MAINTAIN ALL FACILITY VEHICLES:

- A. Perform lubrication, oil and filter changes on facility vehicles including automobiles, light trucks, tractors, and compactor trucks on a scheduled basis.
- B. Perform routine maintenance and tune ups on vehicles.
- C. Perform major and minor repairs on vehicles with the exception of steering and brake systems. These must be done by an authorized service representative.
- D. Work with outside mechanics for contracted designs.
- E. Perform service calls in the field when so instructed.
- F. Maintain service and historical records:
 - 1. When the work was performed
 - 2. What type of service was performed
 - 3. Who performed the necessary service
 - 4. Odometer reading at the time of repair
 - 5. Record maintenance on the MV3's that are located in each vehicle
- G. Clean and wash vehicles:
 - 1. Wash vehicle, clean windows (inside and out), dash, floor mats, engine compartment, etc.
 - 2. Vacuum interior, trunk and empty the ash trays.

II. SERVICE AND MAINTAIN LAWN CARE EQUIPMENT:

- A. Perform oil and air filter changes on all combustion engine lawn care equipment.
- B. Sharpen blades, replace drive belts and cutting line.
- C. Perform tune ups and repairs on all combustion engine lawn care equipment.
- D. Straighten or repair equipment frame structure as needed.

III. INSPECTIONS:

- A. Perform an initial inspection on all new shop equipment that will be assigned to the automotive shop.
- B. Perform an annual electrical safety inspection on shop electrical equipment according to Facilities policy.

C. Inspect all electrically powered hand tools regularly and repair or replace defective tools.

D. Perform state automobile safety inspection for facility vehicles.

IV. PERFORM CLEANING FUNCTIONS:

A. Maintain the shop and equipment in an orderly manner.

B. Keep tools clean and functional at all times.

C. Clean, sweep, and mop work area immediately prior to the end of each work day.

Ensure that Carpenter Shop personnel know and understand the requirements and shop jurisdiction limits so they can more effectively respond to job responsibility and provide quality production.

Procedure:

- I. **Construction and repair of walls, ceiling and flooring including, but not limited to the following:**
 - A. Ensure that joist and studs are correctly aligned and level.
 - B. Order materials needed to perform construction or repair actions.
 - C. Coordinate with other shops before enclosing the surface.
 - D. Construct concrete forms.
 - E. Installation of drop ceilings.

- II. **Miscellaneous – including, but not limited to the following:**
 - A. Set and hang doors and windows.
 - B. Attach and replace hinges.
 - C. Attach hardware and ensure proper operation.
 - D. Layout and cut Plexiglas and glass.
 - E. Install floor covering.

- III. **Inspect shop electrical equipment:**
 - A. Perform initial inspection and operational check on all new shop assigned equipment.
 - B. Perform an annual electrical safety inspection on shop electrical equipment according to Facilities policy.

- IV. **Supervisor shall plan, schedule and coordinate work:**
 - A. Supervisor shall assign only work authorized by a work request except during an emergency.
 - B. Plan and schedule work on a daily basis.
 - C. Prioritize similar level work requests performing oldest request first.
 - D. Adhere to work schedule except for valid emergencies.
 - E. Order materials to complete work requests.

F. Follow up on ordered materials on a regular basis.

V. Perform cleaning functions:

A. Maintain shop and shop equipment in an orderly manner.

B. Keep shop tools clean and functional.

C. Clean work area immediately before leaving.

Policy:

Ensure that HVAC shop personnel know the work limitations, job requirements and responsibility, quality and quantity of production.

Procedure:

I. Repair and install DX (Direct Expansion) equipment including:

- A. Walk-in coolers and freezers.
- B. Refrigerator and freezers.
- C. Ice machines.
- D. Direct expansion air conditioning system.
- E. Refrigerated drinking fountains.

II. Repair and perform preventive maintenance on refrigeration equipment including:

- A. Clean coils.
- B. Test evaporator and condenser sensor operation.
- C. Check refrigerant levels.
- D. Check compressor operation.
- E. Document preventive maintenance action.

III. Supervisor shall plan, schedule and coordinate work:

- A. Supervisor shall assign only work authorized by a work request except during an emergency.
- B. Plan and schedule work on a daily basis.
- C. Prioritize similar level work requests performing oldest request first.
- D. Adhere to work schedule except for valid emergencies.
- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

IV. Change air filters:

- A. Replace fan coil filters on a scheduled basis.
- B. Replace DX filters on a scheduled basis.
- C. Not responsible to change filters on air handlers.

V. Perform inspections:

- A. Inspect electrical powered DX equipment to ensure they are safe before returning them to the user.
- B. Attach a safety sticker to all inspected equipment.
- C. Perform safety inspection on shop equipment.
- D. Inspect electrical powered hand tools on a regular basis.

VI. Perform cleaning functions:

- A. Perform the following on room and DX fan coils:
 - 1. Fan coils are to be cleaned annually to eliminate algae or slime.
 - 2. Drain pans are cleaned annually, or as needed to eliminate algae or slime.
 - 3. After cleaning, drain pans are to be rinsed with a 1:10 ratio of bleach solution.
 - 4. Place two algaecide tablets in each drain pan to control bacterial growth.

- 5. Keep the fan coil drains operational.
- B. Maintain fan coil drains clean and functional up to where the drain empties into the building sewer.
- C. Clean and disinfect
- D. Maintain the shop and equipment in an orderly manner.
- E. Keep shop tools clean and functional at all times.
- F. Clean work area after making repairs and before leaving the work site.

PLUMBING SHOP

Jurisdiction

Effective Date:

Revision Date:

Policy:

Ensure that plumbing shop personnel know the work limitations, job requirements and responsibility, quality and quantity of production.

Procedure:

I. INSTALL, REPAIR AND REPLACE PIPING SYSTEMS

- A. Steam lines, traps, laundry and kitchen hot water, drink domestic hot and cold water supply and return, condensate return, heating and cooling water lines.

- B. Storm, acid, sanitary drain and vent systems.

- C. Control air system:
 - 1. Deliver the proper sized pipe, tubing, valves, and connectors to the control air units.
 - 2. Air Controls personnel will disconnect and perform leak tests.

- D. Fire standpipe and sprinkler system:
 - 1. Perform sprinkler flow alarm tests.
 - 2. Drain and flush the standpipe systems.
 - 3. Repairs must be accomplished by a licensed fire protection contractor according to the fire contractor jurisdiction policy.
 - 4. Work can be accomplished by facility maintenance personnel according to the fire contractor jurisdiction policy.
 - 5. Coordinate repairs to the sprinkler and fire fighting water system with the fire protection contractor.

- E. Natural gas systems:
 - 1. Only a licensed plumber may install or perform maintenance on the natural gas system.
 - 2. Work can be accomplished by facility maintenance personnel only in extreme emergencies.

II. INSTALL, REPAIR AND REPLACE PLUMBING FIXTURES

A. Perform maintenance on equipment including but not limited to:

- 1. Sinks
- 2. Lavatories
- 3. Commodes
- 4. Urinals
- 5. Bathtubs
- 6. Showers
- 7. Flushing rim sinks
- 8. Mop sinks
- 9. Vacuum breakers
- 10. Autoclaves
- 11. Steam traps

B. Replace any ceiling tile and coordinate wall and floor repair that was removed to gain access.

C. Remove residue and clean working area before leaving the job site.

III. Install, Repair and Replace Plumbing Outlets

A. Perform maintenance on the following:

1. Faucets
2. Flush valves
3. Valves
4. Floor drains
5. Storm drains
6. Drinking fountains
7. Hose bib connections
8. Water mixing valves
9. Sprinkler heads, OS&Y valves and flow switches
10. Roof drains

B. Coordinate repairs with a qualified contractor.

C. Replace any ceiling tile and coordinate wall and floor repair that was removed to gain access.

D. Remove all residues and clean the work area before leaving the job site.

E. Install pipe, disconnect devices and valves for fixed equipment.

IV. Perform Inspections

A. Perform annual high risk equipment inspection on shop electrical powered equipment and power tools according to policy.

B. Perform annual and no notice inspections on employee hand tools according to maintenance tool control policy.

C. Perform scheduled preventive maintenance on fixtures and drains according to Preventive Maintenance Policy.

D. Perform quarterly sprinkler flow alarm inspections on the facility sprinkler system and coordinate the action with the Safety Director.

E. Perform hot water temperature inspections according to policy.

V. Supervisor shall plan, schedule and coordinate work.

A. Supervisor shall assign only work authorized by a work request except during an emergency.

B. Plan and schedule work on a daily basis.

- C. Prioritize similar level work requests performing oldest requests first.
- D. Adhere to work schedule except for valid emergencies.
- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

VII. PERFORM CLEANING FUNCTIONS

- A. Maintain the shop and equipment in an orderly manner.
- B. Keep shop tools clean and functional at all times.
- C. Clean work area after making repairs and before leaving the work area.

Policy:

Ensure that personnel assigned to the paint shop know and understand the requirements, limits and jurisdiction of the shop and understand job responsibility for quality production.

Procedure:

I. PAINTING AND STAINING

- A. Prepare surface by stripping or sanding and apply proper primer before beginning finish coating.
- B. Apply fillers to surfaces as required to present a professional and functional appearance when painted.
- C. Perform power grinding or sanding as required.
- D. Perform only tasks that are authorized by a valid work request.
- E. Apply finishes by brushing, spraying, wiping, etc.

II. HANG VINYL, PAPER, MURALS, OR OTHER WALL COVERING

III. MAINTENANCE OF TOOLS AND EQUIPMENT

- A. Clean all brushes immediately after use.
- B. Keep all tools operational, sharpened, clean and stored properly.
- C. Keep all paint shop equipment operational.
 - 1. Clean and/or replace spray gun parts as needed.
 - 2. Keep the air compressor free of dirt and moisture.
 - 3. Store and replace air hoses as needed.

IV. INSPECT SHOP ELECTRICAL EQUIPMENT

- A. Perform initial inspection and operational check on all new shop assigned equipment.
- B. Perform an annual electrical safety inspection on shop electrical equipment.

V. Supervisor shall plan, schedule, and coordinate work:

- A. Supervisor shall assign only work authorized by a work request except during an emergency.
- B. Plan and schedule work on a daily basis.
- C. Prioritize similar level work requests performing oldest request first.
- D. Adhere to work schedule except for valid emergencies.

- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

VI. Perform cleaning functions:

- A. Maintain the shop and equipment in an orderly manner.
- B. Keep shop tools clean and functional at all times.
- C. Clean work area before leaving.

Policy:

Ensure that personnel assigned to the grounds shop know and understand the requirements, and jurisdiction limits of the shop.

Procedure:

I. GROUND CARE:

- A. Prepare soil for planting shrubbery, flowers, grasses, trees, etc.
- B. Trim shrubs and prune trees.
- C. Maintain flower and shrubbery beds and grounds in compliance with standard practices.
- D. Irrigate and sprinkle grounds:
 - 1. Water the lawn, shrubs, and trees depending on weather conditions.
 - 2. Irrigate the flower and shrubbery beds.
 - 3. Keep the hoses from blocking walk ways and ramp.
 - 4. Monitor watering process to reduce waste and runoff.
- E. Mow and edge lawns.
- F. Apply fertilizer, plant food and pesticides:
 - 1. Use and apply fertilizer as recommended.
 - 2. Use only chemical stimulants recommended for the climate and acceptable regulations.
 - 3. Store fertilizer and plant foods as recommended by the manufacturer.
 - 4. Use pesticides as directed on package.
 - 5. Use only those pesticides recommended for the specific condition and approved by the safety office.
 - 6. Pesticides are only to be used outside the facility.
 - 7. Store pesticides are directed by the safety office.
- G. Perform minor earth moving and ground leveling tasks.
- H. Remove trash from the grounds:
 - 1. Sweep the walk ways.
 - 2. Remove trash from streets.
 - 3. Remove all debris from the parking lots.
 - 4. Pick up trash out of the flower and shrubbery beds.
 - 5. Repot plants.

II. TOOL AND EQUIPMENT CARE:

- A. Check oil and gas levels before using equipment.
- B. Do not leave tools on walk ways.
- C. Do not leave equipment and gas cans unattended.

D. Remove all tools, hoses, gas cans and equipment to the proper storage facilities daily.

III. CLEAN:

- A. Maintain the shop and equipment in an orderly manner.
- B. Keep shop tools clean and functional at all times.
- C. Clean work area immediately after all maintenance actions and before leaving the work area.

Policy:

Ensure that the electric shop personnel know the work limitations, job requirement and job responsibility.

Procedure:

I. Inspect equipment:

A. Perform initial safety and operational inspection on the shop electrically powered equipment.

B. Perform annual electrical powered shop equipment inspections.

C. Perform annual electrical safety checks on designated high risk equipment from other Departments when requested through the work order system. High risk equipment departments are:

1. Housekeeping.
2. Trainers (Athletics)
3. Weight Rooms
4. Cafeterias

D. Perform annual electrical distribution safety inspection on system including:

1. Switchgear.
2. Transformers.
3. Distribution panels.
4. Circuit breaker panels and fuse boxes.
5. Equipment disconnect switches.
6. Electrical outlets.
7. Light fixtures.
8. Automatic transfer switches.
9. Electric motors.
10. Isolation panels and monitors.
11. Conduit, conductors and connecting devices.

II. Coordinate electrical and low voltage repair and installation including installation of new equipment.

A. Clock system:

1. Respond to calls and make necessary checks or repairs to verify that system power is available.
2. Coordinate with contractor for repairs beyond the expertise of electrical shop personnel.
3. Replace defective wiring for remote clock locations.
4. Replace clock monitors.

B. Intercom and public address system.

1. Respond to calls and make necessary check and repairs to verify normal power requirements are provided.

- 2. Replace defective wiring for speaker locations.
- C. System cabling to computers and terminals.
- D. System cabling to alarms and remote cameras.
- E. Pull and install low voltage wiring.
- F. Run conduit, install wiring, electrical equipment, fixtures, etc.
- G. Automatic doors.

III. Perform Preventive Maintenance

- A. Access control parking gate systems.
- B. Battery controlled emergency lights.
- C. Fluorescent and incandescent lamp replacement.
- D. Building exterior and parking lot light replacement.

IV. Understand Facility Electrical Drawings

- A. Know where to find electrical prints.
- B. Have a working knowledge of specific drawing in areas where shop personnel are working.
- C. Notify engineering when any condition differs from the drawings.

V. Supervisor shall Plan, Schedule and Coordinate Work

- A. Supervisor shall assign only work authorized by a work request except during an emergency.
- B. Plan and schedule work on a daily basis.
- C. Prioritize similar level work requests performing oldest request first.
- D. Adhere to work schedule except for valid emergencies.
- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

VI. Perform Cleaning Functions

- A. Maintain the shop and equipment in an orderly manner.

- B. Keep shop tools clean and functional at all times.
- C. Clean work area immediately after making repairs and before leaving the work area.

Policy:

Ensure that the locksmith shop personnel know the requirements and limits of the shop, and understand job responsibility for quality production.

Procedure:

I. Install, Replace, Adjust, and Repair Hardware including but not limited to:

- A. Room door lock sets
- B. Room latches
- C. Door closers
- D. Push/pull plates
- E. Desks, files, cabinets, safes, locks and latches
- F. Panic bars
- G. Panic bar alarms

II. Inspections

- A. Perform initial safety and operational inspections on the shop electrically powered equipment.
- B. Perform preventive maintenance on:
 - 1. Fire doors
 - 2. Panic bar alarms
 - 3. Smoke, stairwell and exterior doors
 - a. Panic bars
 - b. Door closers
 - 4. Other doors
 - a. Latch and locks
 - b. Door closers
- C. Maintain documentation of all inspections.

III. Make Keys, Open Safes, Locks and File Cabinets.

- A. Safeguard the bitting codes for keys.
- B. Open safes, locks and file cabinets when authorized.
- C. Change combinations on safes and locks.
- D. Document lock changes and record them in the key control computer program.

IV. Supervisor Shall Plan, Schedule and Coordinate Work

- A. Supervisor shall assign only work authorized by a work request except during an emergency.
- B. Plan and schedule work on a daily basis.
- C. Prioritize similar level work requests performing oldest request first.

Locksmith

- D. Adhere to work schedule except for valid emergencies.
 - E. Order materials to complete work requests.
 - F. Follow up on ordered materials on a regular basis.
- V. Perform cleaning functions:
- A. Maintain shop equipment in an orderly manner.
 - B. Keep shop tools clean and functional.
 - C. Clean work area before leaving the work area.

MAINTENANCE

BUILDING MAINTENANCE PROGRAM
MAINTENANCE

Effective date:
Revision date:

Policy:

To ensure that an ongoing and effective building inspection program is in place to identify life safety code deficiencies and correction of noted deficiencies.

Procedure:

- I. **Inspections:** A monthly building inspection program will review the following:
 - A. Do 1.5-hour fire resistance rated assembly doors and 1-hour FRRA doors including occupancy separation, stair doors, exit doors have:
 1. Properly functioning latching devices?
 2. Properly functioning self closing or automatic closing devices?
 3. Less than 1/8" gaps between meeting edges of door pairs?
 4. Less than 3/4" undercut?
 - B. Do doors in smoke barriers
 1. Have properly functioning self-closing or automatic closing devices?
 2. Appear to be maintained to prevent the spread of smoke?
 - C. Do corridor doors
 1. Have properly functioning latching devices (bathrooms excluded)?
 2. Appear to be maintained to prevent the spread of smoke?
 - D. Are smoke barrier wall penetrations properly sealed (floor to deck above, sheetrock both sides, joints taped and holes sealed)?
 - E. Are corridor wall penetrations properly sealed?
 - F. Are fire walls properly sealed and maintained (two layers of sheetrock on both sides of metal studs or concrete block or block tile or plaster on metal lath (floor to deck above), joints taped, cracks and holes sealed with fire caulk on both sides)?
 - G. Are exit signs properly functioning and means of egress illumination devices (corridor lights) on emergency power?
 - H. Are sprinkler head free of dust?
 - I. Are smoke detectors clean?
 - J. Are mechanical equipment rooms and electrical rooms clean and uncluttered?
 - K. Is grease handling devices cleaned and maintained?
 1. Exhaust hoods
 2. Exhaust ducts
 3. Grease removal devices (exhaust filters)

- L. Are vertical penetrations properly sealed?
- M. Are means of egress maintained (when necessary) to be free from the accumulation of ice and snow?

II. Inspection Responsibility:

- A. Shop supervisors will be assigned to inspect floors in buildings.
- B. The inspection will be performed monthly.
- C. Deficiencies will be noted, describing types of deficiency and location.
- D. The monthly inspection will be turned in to the Facilities Manager the end of each month and maintained on file in the office.
- E. Work orders will be generated to correct deficiencies by the Facilities Manager.

**ELECTRICAL DISTRIBUTION
MAINTENANCE**

Effective date:
Revision date:

Policy:

Ensure that the electrical distribution system is designed, installed, operated, maintained and inspected according to prevailing standards.

Procedure:

- I. The electrical distribution system will be inspected according to the preventive maintenance system (PM) schedule. The PM system will follow the following guidelines:
 - A. An infrared thermal gun will be used to identify loose connections and overheating conditions.
 - B. Electrical connections will be tightened according to manufacturer recommendations and/or specifications.
 - C. Equipment will be cleaned and dust accumulations removed.
 - D. Electrical outlets will be inspected for polarity, proper grounding and receptacle tension.
 - E. Transformers, switchgear, interrupting and transfer devices will be inspected for display of high-voltage signs.
 - F. Motor control centers, distribution centers and circuit breaker panels will be inspected for legible and current directories, loose connections, frayed wiring and poor insulation.
 - G. Inspections will be documented in the PM system and an inspection sticker with date of inspection and inspector's initials will be attached to the exterior surface of applicable equipment.
 - H. Discrepancies will be repaired immediately if possible or scheduled for repair if not.
 - I. Deficiencies and corrective action will be recorded in equipment PM historical records.
 - J. PM inspection maintenance records will reflect the individual who performed the inspection, date, discrepancies found and corrective action taken and results of testing where applicable.
- II. Equipment rooms and closets are subject to good housekeeping practices.
- III. Electrical closets and circuit breaker panels are to be locked if in an area subject to public. Panels inside locked mechanical rooms are not required to be locked.

**ELECTRICAL/MECHANICAL LOCKOUT
MAINTENANCE**

Effective date:

Revision date:

Policy:

No work will be done on any machine or electrical circuit until it is brought to the “zero energy state”. Service control devices to terminated equipment will be identified and locked.

Procedure:

I. ELECTRIC POWER

- A. Notify operator or user of equipment that it is out of service.
- B. Turn off electric power and place lockout device or tag through power handle and flanges on the box so switch cannot be turned on.
 - 1. Each mechanic will use a lockout device or tag which carries his personal identification. Equipment involving multiple workers will require a lock or tag from each worker. In lieu of multiple locks, a single lock or tag installed by the responsible supervisor and labeled with all involved workers may be used.
 - 2. Place “Work Going On” sign on controls.
 - 3. Remove individual locks or tags when individual completes his work or is reassigned to another area or task. If using a foreman lock, workers will sign on and off as they leave project.
 - 4. Last person removing a lock or tag is to notify operator that machine is ready to go back in service and restore power.
- C. In the event work must be performed on “live” or “hot” equipment, work shall be done only by qualified technicians after securing permission from his Supervisor.

II. CONTROL, SUPPLY AND RETURN VALVES

- A. Use same lockout procedure as for electric power.
- B. Electric power and control valves must both be locked out.

III. TERMINATED SERVICE

- A. Electrical breakers and panels no longer in service shall be tagged and rendered incapable of providing energy to a remote location.
- B. Control and supply and return valves to terminated or removed equipment shall be locked and tagged to prevent unplanned restoration of services.

IV. DISCIPLINARY ACTION

Catastrophic accidents to people or equipment are possible when these procedures are not followed. Discipline will be appropriate to the nature of the procedural infraction and resulting injury or damage.

**ELEVATORS
MAINTENANCE**

Effective date:

Revision date:

Policy:

Ensure that the elevator systems are designed, installed, operated and maintained according to prevailing standards.

Procedure:

I. General

The elevators are maintained under a service contract with services to be performed under specific guidelines to maintain elevators in a safe and satisfactory operating condition.

II. Inspections

A. Facilities

1. All elevators are to be inspected according to the State of Louisiana guidelines.
2. Maintenance will refer any discrepancies found except ceiling lighting, trash in door tracks, and floor and wall damage to the contractor.
3. When inspection is complete, the service contractor will present an original inspection form to be filed.

B. Contractor

The contractor will examine, inspect, service and perform preventive maintenance on all elevators as stated in the contract.

III. System Failure

The University Police and Facilities are responsible to respond to elevators containing passengers during system failure and calling of contractor for all problems.

**ELEVATOR SHAFT INSPECTIONS
MAINTENANCE**

Effective date:
Revision date:

Policy:

Ensure that elevator shaft walls are maintained as two hour fire rated enclosures and pits, sump pumps and top of cab are properly maintained.

Procedure:

I. Inspections

A. Annual inspections shall be made of each elevator shaft and recorded on PM sheets. Inspections are subdivided into monthly intervals.

B. Inspection includes:

1. Shaft wall for 2-hour fire integrity.
2. Shaft wall for non-compliant utility penetrations.
3. Roof deck beams where fireproofing has been applied.
4. Condition of top of car.
5. Elevator pit and sump pump including protective grate.

II. Maintenance

A. Problems observed during inspections will be recorded on the PM sheets and corrections will be made by work order.

B. Unrelated problems will be reported to the elevator maintenance contractor.

Policy:

Ensure that emergency electrical systems provide sufficient power to maintain essential functions, and that the systems are designed, installed, maintained, and inspected according to prevailing standards.

Procedure:

I. Generator Operation and Inspection

- A. Generators will be inspected and operated weekly.
 - 1. Generators will be tested under actual load conditions once per month for a minimum of thirty minutes.
 - 2. Generators will be operated under no-load conditions for thirty minutes on weeks when not tested under actual load conditions.
- B. All tests are to be documented and reviewed to assure maximum reliability.
- C. An adequate supply of diesel fuel shall be available to provide a minimum 24 hours of continuous operation. Documentation will be kept current as to total fuel availability.
- D. Weekly inspection of the systems mechanical and electrical components shall be conducted according to the safety checklist.
- E. There is a comprehensive preventive maintenance program scheduled and performed on a regular basis.

II. Emergency Power Distribution System

- A. Life Safety Branch of the emergency power system serves the following:
 - 1. Egress illumination and exit signs.
 - 2. Alarm and alerting systems including:
 - a. Fire alarms.
 - b. Task illumination and selected receptacles at the generator set location.
 - c. Telephone equipment.

III. Separation and Identification of Emergency Power Circuits

- A. Emergency power circuits shall be kept entirely independent of all other wiring and equipment and shall not enter the same raceways, boxes or cabinets with other wiring, except with authorized by the National Fire Protection Association.
- B. Receptacles and/or cover plates for the emergency system shall have a distinctive color or marking which is readily identifiable.

**FIRE ALARM SYSTEM
MAINTENANCE**

Effective date:
Revision date:

Policy:

Ensure that the fire alarm systems are installed and maintained properly.

Procedure:

I. Inspection Requirements

- A. Any time the fire alarm system is being tested or repaired, notify University Police prior to beginning work. Provide location of the work and when work is complete.
- B. Maintenance personnel will perform semi-annual preventive maintenance inspections on all fire alarm zones and reporting systems. Bells and lights will be tested during normal drill inspections.
 1. Coordinate alarm inspections with University Policy, Safety Director, Facilities Manager and the Facilities Director.
 2. Test each initiating device and indicating appliance zone:
 - a. Activate device to initiate alarm signal.
 - b. Disconnect one wire on any initiating device zone and any indicating appliance zone to test for trouble signals. Perform trouble signal tests at each fire alarm panel.
 3. Tag applicable fire alarm panel.
 - a. Green "Service Tag" at completion of inspection.
 - b. Yellow "Deficiency Tag" (30-day minor deficiency) to indicate any discrepancies found during inspection.
 - c. Red "System Impaired Tag" to indicate serious problem in which a portion of the emergency notification system is compromised. Coordinate with Safety and University Police offices to perform fire watch until condition is corrected.
 4. Enable/reconnect any device(s) that were temporarily disabled for testing daily.
 5. Adjust, repair or replace defective equipment as needed.
 6. Reset the system back to normal.
 7. Document discrepancies in the fire alarm maintenance manual.
 8. Correct discrepancies and remove yellow deficiency tag.
 9. Document corrective actions in fire alarm maintenance manual.
- C. A comprehensive inspection will be performed annually by licensed fire alarm system contractor.
 1. This annual inspection may substitute for one of the semi-annual inspections in "B" above.
 2. Annual inspection will be similar to semi-annual inspection except:
 - a. All devices will be tested.
 - b. Sensitivity tests will be performed on smoke detectors in accordance with NFPA 72 Test Requirements.

II. Related Policy

See fire alarm policy for fire alarm device testing. See policy on sprinklers, fire pumps, and fire contractor for more information.

III. Reporting of Repaired Equipment

When repairs or changes to the fire alarm system are completed, the University Police office shall be notified of the devices that have been affected.

**FIRE CONTRACTOR
MAINTENANCE**

Effective date:

Revision date:

Policy:

Ensure that facility fire pumps, control valves, alarms and switches, fire extinguishing systems, sprinkler systems and hardware are installed, inspected and maintained according to prevailing NFPA Code requirements.

Procedure:

- I. **Any time the fire suppression system** is being tested or repaired by a contractor; University Police should be notified prior to beginning work, location of the work, and when work is complete.

- II. **An approved certified fire suppression system contractor** shall be retained annually for the following:
 - A. Alarm devices – quarterly
 - B. Hydraulic – quarterly
 - C. Buildings – annually
 - D. Pipe and fittings – annually
 - E. Sprinklers – annually
 - F. Valves – quarterly
 - G. Alarm devices – quarterly
 - H. Main drain – quarterly
 - I. Pump flow test – annually
 - J. Mechanical transmission – annually
 - K. Motor – annually

- III. **An approved certified fire suppression system contractor** shall be retained for the cooking hoods (kitchen) and halon system inspections.
 - A. All components including remote manual pull, mechanical or electrical devices, detectors, actuators, dampers – semi-annually.

 - B. Fusible links – semi-annually
Replaced annually

 - C. All halon system components shall be inspected, tested, and documented including agent quantity and pressure, all system hoses, enclosure inspected for penetrations, detector activation devices – semi-annually.

**FIRE PUMPS AND VALVES
MAINTENANCE**

Effective date:

Revision date:

Policy:

Ensure that facility fire pumps and control valves are installed, inspected and maintained according to prevailing NFPA code requirements.

Procedure:

I. PM Inspection

- A. Monthly - The following actions are performed and documented by the PM system:
 - 1. Inspect control valves. Valves must be locked in the open position (stem out) except for valves going to outside fire hose header which shall be closed and line drained during winter.
 - 2. Report closed or unlocked valves to the Facilities Manager immediately.
 - 3. Record inspection on Control Valve form.

- B. Weekly
 - 1. Inspect pumps. Notify University Police before operating fire pump.
 - a. Inspect pump packing for cracks and excessive heat during run (should be able to hold hand on packing gland).
 - b. Inspect packing water drip rate.
 - c. Inspect fire pump and record water pressure.
 - d. Inspect for leaks and maintenance problems.
 - e. Inspect general pump condition.
 - f. Operate the fire pump under test conditions.
 - g. Record fire pumps start and stop time.
 - h. Record discharge pressure reading.
 - i. Check all pump pressures and operation.
 - j. Ensure fire pumps are in automatic.
 - k. Contact University Police, confirm that pump running alarm was received and report that pump test is complete.

- C. Annually – Schedule fire pump flow tests by licensed fire protection contractor.

**FIRE/SMOKE WALLS AND FLOORS
MAINTENANCE**

Effective date:

Revision date:

Policy:

Ensure the integrity of fire smoke/barriers and floor penetrations are maintained. The Life Safety Code requires that all smoke/fire barriers be properly sealed, and penetrations from the floor to the underside of the next floor level.

Procedure:

- I. **Penetrations** include but are not limited to the following utilities:
 - A. All pipes, tubing, conduits of all sizes for all utilities.
 - B. All duct work.
 - C. All cabling for telephones, security devices, computers, etc.
 - D. All structural members.
 - E. Any crack or opening of any size.
 - F. All wire and cable trays.
- II. **Contractors or in-house employees** working in any building of Grambling State University are responsible for sealing every penetration in every wall/floor their utility may pass through. Any existing penetration found by a contractor or in-house employee that is not properly sealed on either side is to be reported to Facilities by the end of the work day.
- III. **Prior to beginning work**, all applicable personnel and contractors will review the ceiling access policy (attached) and obtain a fire and smoke barrier permit (attached).

CEILING ACCESS POLICY

I. Purpose.

- A. To provide a fire-safe environment of care and to protect students, faculty, staff, visitors and property from fire, smoke and other products of combustion by maintaining the integrity of smoke and fire barriers.
- B. To ensure that control practices are followed.

II. Authority.

- A. Administrative Director

III. Policy

- A. All applicable personnel, including but not limited to contractors, in-house maintenance shall obtain a permit from Facilities before beginning work that requires ceiling system access with emphasis on penetration of smoke and fire barriers and corridor walls. This includes deck and floor penetrations.
- B. Work permits will not be issued on a blanket basis, except as related to multiple locations/penetrations in a single job (e.g., cable and electrical conduit penetrating several fire walls).
- C. The permit holder shall repair holes and spaces in fire or smoke barriers in an approved manner as soon as feasible after work is completed. The permit holder will replace all ceiling tiles.
- D. The permit will be displayed at the work location at the beginning of the project and remain until the inspection is complete.
- E. All appropriate in-house personnel who require ceiling access shall be trained in accordance to the procedures outlined in this policy and will display the appropriate approved designation/identification.

IV. Responsibilities

- A. The Facilities Director or his designee will:
 - 1. Administer the Ceiling Access Policy and Permit Program.
 - 2. Conduct final inspections of work areas before closing out permits.
 - 3. Inspect on-going projects as necessary depending on the scope of work.
 - 4. Inspect the ceiling system for integrity.

- B. Contractors and in-house personnel will:
 - 1. Obtain a Ceiling Access Permit before beginning work, outlining walls to be penetrated within project and maintain a copy of the permit in the work area at all times.
 - 2. Repair holes and spaces and reinstall the ceiling in an approved manner.
 - 3. Notify Facilities during work if there are questions regarding repairs and after repairs are completed to schedule a final inspection.

- C. The Safety Office will conduct random inspections to ensure that all work is performed according to policy after the work is completed.

V. Procedures

- A. Permits will be obtained from Facilities between 8:00 a.m. – 4:30 pm Monday through Friday (excluding holidays).

- B. All holes and spaces in fire and smoke barriers will be protected as follows:
 - 1. Fill per 3M manual specifications: Fire Barrier Caulk CP 24 S/L or Fire Barrier MP Moldable Putty, capable of maintaining the fire resistance of the smoke or fire barrier. Hilti CP 620 Fire Foam can be used in special applications. Prior approved products of equal fire rating can be substituted.
 - 2. Sleeves, where required, shall be solidly set in the smoke or fire barrier and the space between the items shall be filled with an approved material capable of maintaining the fire resistance of the smoke or fire barrier.
 - 3. Insulation covering pipes and ducts passing through smoke and fire barriers shall be capable of maintaining the fire resistance of the barrier.
 - 4. Remove all construction debris such as wall material, wire, conduit, trash, caulk tubes, etc.
 - 5. Ceiling tiles will be reinstalled to the satisfaction of the Facilities inspector. Damaged, soiled, miss-cut and incorrectly aligned tiles will be replaced with new tiles of similar pattern.
 - 6. Cable trays shall be protected with fire pillows that can be removed and replaced or for subsequent cable pulls within the scope of work indicated by the permit.

VI. References

- A. National Fire Protection Association (NFPA) 101, Life Safety code 2003

- B. NFPA 80, Fire Doors and Fire Windows (Latest Edition)

- C. NFPA 90A, Installation of Air Conditioning and Ventilating Systems (Latest Edition)

- D. Facilities Policies and Procedures

VII. Fire and Smoke Barrier Penetration Permit

Permit Number	Issue Date	ICRA:
Approved By (Facilities Representative):	Estimated Completion Date:	
Permit Issued To (Department/Contractor Name, individual's name, phone number)		
Location of barrier(s) to be penetrated (building, wing, floor, room number) (Attach sketch if available)		
Reason for penetration or work to be performed:		
Final Inspection by Department/Contractor Date:	Facilities Representative	Date:

INSTRUCTIONS:

1. Maintain a copy of this permit at the work area at all times
2. Promptly repair penetrations in an approved manner. Contact Facilities (6162) if there are any questions regarding the repairs.
3. Notify facilities when repairs are completed to schedule final inspection.
4. Use 3M Fire Barrier Caulk CP S/L or Fire Barrier MP Moldable Putty or Hilti CP 620 Fire Foam or prior approved equal. MSDS data must be provided with materials other than those specified.

(EXAMPLE FORM)

GRAMBLING STATE UNIVERSITY
Facilities Management

Date:

From:

To: L. Ray Dudley

RE: Smoke/Fire Barrier and Floor Penetration

During the course of my work, I found the following penetrations:

Location:

Type:

8K – near Room 17

Corridor wall

8K – near Room 20

Corridor wall

**PREVENTIVE MAINTENANCE
MAINTENANCE**

Effective date:
Revision date:

Policy:

Perform preventive maintenance of equipment to reduce the frequency of equipment malfunction, downtime, operations and repair costs.

Procedure:

I. PREVENTIVE MAINTENANCE

- A. Preventive maintenance schedules are established on frequency of repair records and manufacturers' recommendations. Tasks and crafts are assigned by the Director of Deferred Maintenance.
- B. Copies of the PM inventory are provided to all supervisors involved in preventive maintenance.
- C. Computerized preventive maintenance records include a history of tasks performed on all equipment listed on the inventory and can be accessed by the unique equipment number.

II. PM SYSTEM OPERATING PROCEDURES FOR SUPERVISORS

- A. Weekly PM schedules are computer generated. The printouts consists of the assigned task sheet.
 - 1. The SCHEDULED report is a listing of the new and outstanding tasks that are scheduled but have not been completed and posted to the record.
 - 2. The TRANSACTION report is a record of the work completed and posted to the record.
- B. Supervisor responsibility:
 - 1. Keep a master list of his craft's task for reference when matching up equipment to task. List should include task number and title. This will avoid adding task for something that has a task previously developed and will allow easy assignment of task to new equipment.
 - 2. Review completed task sheets and prepare work orders when comments indicate a need for non PM work.
 - 3. Review the task sheets, verify that the task sheets are filled out properly and make additional comments if necessary.
 - 4. Verify that all required measurements and data have been recorded.
 - 5. Note any PM equipment that should be added, deleted or changed.
 - 6. Deliver completed task sheets to the data entry person for posting and/or changes.
 - 7. Ensure that all equipment that requires PM is entered into the PM program and has the proper task assigned. This includes new as well as existing equipment that may have been missed in the initial data entry.
 - 8. Retain the hard copy inspection sheets on file after posting.

III. PM ENTRY PROCEDURE

- A. Create a list of equipment to be included in the PM program.
- B. Establish an equipment name or number for each piece of equipment. For equipment description, use consistent identifying words so that alphabetized list of equipment will group like equipment together.

- C. Create a step by step task list for each task that is to be done. First line of task list should be a title line to state what the task list is to accomplish.
- D. Estimate the time that will be required to perform the task.
- E. Enter PM work orders for each piece or each group of equipment that is going to be added to the PM system. Review existing work orders to assure that one does not already exist for this work.
- F. Decide which standing work order will be used for charging short work times.
- G. For each piece of equipment, decide which tasks are going to be assigned and at what interval the task needs to be done.
- H. Determine the approximate start date for beginning PM for a piece of equipment. Try to group equipment by location if possible and group similar task. This will help the efficiency of the work crew.
- I. After this information is assembled, fill out the attached "Equipment Maintenance Additions" form for maintenance control so that data can be entered into the system and scheduling of PM work will begin.

**REFRIGERANTS
MAINTENANCE**

Effective date:
Revision date:

Policy:

Maintaining, servicing, storing, reclaiming, and disposing of all refrigerants and refrigerant oils containing C.F.C. (Chlorofluorocarbons), H.C.F.C. (Hydro chlorofluorocarbons) and H.F.C. (Hydrofluorocarbons).

Procedure:

I. Certification of Technicians

Technicians are required to pass and E.P.A. approved test to become certified.

II. Recovery Recycling and Reclaiming Equipment

Recycling and/or recovery reclaiming equipment must be used by certified technicians while performing service work on any piece of equipment containing refrigerant.

III. Refrigerant Installation and Service Practices

- A. When a large system (a charge of over 50 pounds) is installed or serviced, place shut off valves and receivers to minimize loss of refrigerant from the system during servicing.
- B. Every refrigerant system shall be protected by a high pressure safety cut out device.
- C. Technicians repairing small appliances such as refrigerators, freezers, and water coolers are required to recover 80 to 90 percent of the refrigerant in the system.
- D. Automotive refrigerant units will be serviced by authorized dealers/repair shops.
- E. Refrigerant recovered and/or recycled can be returned to the same system or other systems owned by the same person without restriction.
- F. Records must be kept of the quantity of refrigerant added to equipment with a charge of over 50 pounds.
- G. All refrigeration units must be leak checked during each service or repair.

IV. Disposal Requirements

- A. Equipment that is dismantled on site before disposal must have its refrigerant removed and recovered.
- B. If refrigerants are recycled or reclaimed, they are not considered hazardous under federal law.
- C. Used oil contaminated with CFC is not hazardous on the condition that:
 - 1. It is not mixed with other waste.
 - 2. It is subjected to CFC recycling or reclamation.
 - 3. It is not mixed with used oils from other sources.

Used oils that contain CFC after the reclamation procedure are subject to specification limits for used oil fuels. These oils will be stored in a separate container marked for storage only. The Safety Office will be notified for pick up and disposal of container and its contents.

V. Protective Equipment

When performing service duties, technicians should wear personal protective equipment such as face shield, goggles/safety glasses and gloves.

**SPRINKLER
MAINTENANCE**

Effective date:
Revision date:

Policy:

Ensure that standpipes, sprinkler heads, hangers and associated piping and hardware are installed, inspected and maintained according to prevailing NFPA code requirements.

Procedure:

- I. PM inspections are conducted on sprinkler system associated hardware.

- II. The following actions are performed and documented by the PM system:
 1. Inspect each line for drooping heads.
 2. Adjust head clearance if needed.
 3. Inspect fusible links for paint or corrosion.
 4. Report defective heads.

**VEHICLES
MAINTENANCE**

Effective date:
Revision date:

Policy:

Inspect vehicles prior to daily use to ensure that vehicles are clean, safe and in good repair.

Procedure:

I. Automotive Shop personnel are to perform the following:

- A. Daily dispatching of Facilities vehicles.
- B. Perform a daily inspection on shop vehicles prior to use.
- C. Use the Vehicle checklist to perform the inspection. Minimum inspection items are:
 - 1. Gasoline, engine and automatic transmission oil levels.
 - 2. Radiator coolant level.
 - 3. Tire condition and pressure.
 - 4. Fan belt and radiator hose condition.
 - 5. Head lights and tail lights function as required.
 - 6. Turn signal, brake and backup lights function as required.
 - 7. Windshield, door glass and side mirror are operational.
 - 8. Interior is clean and free from debris and trash.
 - 9. Exterior condition is recorded for later review.
- D. Add coolant and oil as needed.
- E. Replace lamps as needed.
- F. Report interior cleaning needs to the responsible supervisor and request that it be cleaned.
- G. Review the MV3 form and record problems in the vehicle checklists remarks section.
- H. Turn in the checklist to the supervisor.

II. Automotive Supervisor will review the checklist and perform the following:

- A. Schedule routine repair actions on reported problems.
- B. Immediately recall any vehicle that is unsafe.
- C. Update shop historical records as needed.
- D. Coordinate routine repairs with the shop supervisor.

III. **After a vehicle is repaired**, the automotive supervisor will inspect it (with a vehicle checklist) prior to it being released.

IV. **Automotive Supervisor** will schedule and update PM on all fleet vehicles.

OPERATIONS

**CONTRACTOR REQUEST
OPERATIONS**

Effective date:

Revision date:

Policy:

To provide guidelines for requesting contract services for labor support.

Procedure:

I. GUIDELINES FOR REQUESTING SERVICES UNDER CONTRACT BY BLANKET PURCHASE ORDER

- A. Supervisor will submit a "Request for Contract Work" to Maintenance Control (see attached Form). The request must include an estimate of the cost, a valid work order number, and signature/approval by supervisor of authority.
- B. Maintenance Control will enter the request into the computerized work order system, number it, and return green copy to originator.
- C. Maintenance Control will contact contractor to request their services and let the supervisor know that the contractor has been notified.

II. MONITORING CONTRACTOR ACTIVITY

- A. The Contractor must sign a service ticket for each day of work for each work order.
- B. The responsible supervisor will observe the progress of the contractor, sign each service ticket, and report deviations from acceptable standards to the Facility Maintenance Manager.

III. CONTRACT SERVICE COMPLETION

- A. When the job is complete and invoice received, Maintenance Control will forward a copy of the contract request to the supervisor who will inspect the job and if satisfactory, will sign and date the request and return to the Maintenance Control Account Clerk.
- B. The Account Clerk will validate the invoice with the daily service tickets, verify that work was inspected and approved by the supervisor, and process the invoice for payment.

**ESTIMATING WORK ORDER REQUEST
OPERATIONS**

Effective date:

Revision date:

Policy:

Provide a means by which to estimate non-maintenance and project work order request and to insure that the actual costs are within approximately 10% of the estimated cost.

Procedure:

- I. **General:** This procedure outlines the estimating process for non-maintenance and project work order request from the point of initial contact with the requesting department through the design, production, evaluation, refinement, and reporting phases. The procedure would take effect after the work order number is issued and funding source established.

- II. **Estimating:**
 - A. Customer Request: Upon receipt, the work request will be assigned to an estimator by Facilities administration or to a project manager by the Director of Facilities.

 - B. Project Design: The estimator or project manager will meet with the requesting department's contact person to better define the scope of the project.

 - C. Drawings: Drawings will be the responsibility of the Facilities Planner or project manager and will consist of architectural, casework, electrical, plumbing, HVAC, reflective ceiling, fire protection, and any other detail requested to furnish information or drawings.

 - D. Work Order Summary Sheet and Checklist: A work order summary sheet and checklist showing details of all work will be completed by the estimator or project manager.

 - E. Approval: Estimator will request approval from the initiating department's approving authority.

 - F. Schedule Project: Upon final approval, the project will be assigned a start construction date.

**MATERIAL REQUEST
OPERATIONS**

Effective date:

Revision date:

Policy:

Establish guidelines for request for materials, parts, equipment, tools and services other than blanket contract.

Procedure:

- I. **PLEASE ORDER** – for items not stocked in the warehouse.
 - A. Prepare the requisition providing as much detail as possible including name, date, quantity and description of each item, and purpose for use of materials.
 - B. Supervisor of authority will approve and submit to Maintenance Control for processing.
- II. **ISSUE SLIP** for materials purchased:
 - A. Fill out the supply work order as follows:
 1. Work order number.
 2. Shop name.
 3. Date of request.
 4. Stock number of items desired.
 5. Quantity desired.
 6. Unit of issue.
 7. Item description.
 - B. The issue slip must be signed by the person issuing the supply list and the person issuing the supplies.
 - C. The issue can be left in the Warehouse for pickup of available supplies.
 - D. The employee being issued supplies should:
 1. Sign and date the request.

**HOT WATER TEMPERATURE
OPERATIONS**

Effective date:

Revision date:

Policy:

Provide hot water at a specific water temperature to ensure that sanitary standards are met and to prevent scalding.

Procedure:

I. Inspections

- A. Hot water temperature survey to be conducted according to the PM system quarterly.
- B. Turn on the hot water and place a small container under the running stream. Place thermometer in water and wait for temperature to peak. Record the peak temperature.
- C. Move to next sampling point and repeat the test.
- D. Report the results in the comment section of the PM sheets.

II. Sampling Points

- A. Kettles
- B. Sinks
- C. Laundry hot water rinse sink.
- D. Janitor hot water system
- E. Hot water temperature will be surveyed periodically and maintained.

**KEY CONTROL
OPERATIONS**

Effective date:
Revision date:

Policy:

Maintain key control through a computerized key control program and a proprietary key system. These two methods will enhance facility security by restricting key availability as well as monitoring each key authorized, issued and returned.

Procedure:

I. ISSUE PROCEDURES

- A. The Facilities Department is responsible for key control. A proprietary key system and computerized key control methods are used to enhance facility security by restricting key availability as well as monitoring each key authorized, issued, and returned. Keys are restricted to Grambling State University employees, graduate students and approved contractors.
- B. The steps listed below are required to obtain keys:
 1. Fill out a Key Requisition Form online. The form must contain the signature of the person receiving the key, department, building and room number(s).
 2. Department's Vice President's signature is required for any building entrance door key, master keys or sub-master keys.
 3. The Dean or Department Head must sign all Key Requisition Forms.
 4. No handwritten key requisition forms will be accepted.
 5. All employees of the university are required to fill out the Key Issue Agreement Form when receiving a key or keys.
- C. Each Key Requisition Form will be reviewed by the Facilities Director for compliance with the Key Control Policy, safety and security.
- D. All keys must be picked up at the Facilities Department.
- E. The employee will be notified if the key request has been approved and when the key will be available for issue. Note: Keys that are not picked up within 10 working days will be returned to file and a new request must be submitted. Only one key per person per room door will be issued.
- F. Only personnel to whom the key is being requested will be allowed to received the key(s).
- G. The key/keys will be entered into the computer record.

II. TURN IN PROCEDURES

- A. All keys are to be returned to Facilities when employees are terminated or transferring between departments or sections.
- B. A computer report will be run to pull employee's record to identify all keys issued.
- C. Employees will surrender all keys and/or be assessed a \$50.00 key charge. The fee can be paid by the employee at the Accounting Cashier's office.

- D. When records are satisfied, a clearance form will be signed releasing the individual and the computer record will be updated.

III. KEYS ISSUED TO CONTRACTORS

- A. Keys may be issued for a specified period of time to contractors working on site if approved by the Facilities Director.
- B. Keys issued to contractor:
 - 1. For a period of 1 week or less, key records will be maintained manually by the Key Control Clerk.
 - 2. For periods greater than one week, computer records will be maintained.
- C. If the key is not returned before the specified period of time has lapsed, the contractor's employer will be notified to return the key. If the employer is unable to return the key, they will be billed \$50.00 per key not returned.

IV. SPECIAL LOCKING REQUESTS

Based on a need for securing an area, requests from upper level administration will require that the area locks be rekeyed. They will be on a change key but will not be taken off the university's proprietary keying system. They will not be accessible by departments or grand master keys.

No keys will be issued to these areas without upper level administrative approval. This includes the University Police Department.

A change key will be maintained in the Facilities Locksmith's office.

This special keying system will remain in place until the administration that requested the security instructs Facilities to reinstate the regular keying procedures.

**TOOL CONTROL
OPERATIONS**

Effective date:
Revision date:

Policy:

Provide employees with tools necessary to perform required tasks, and manage the tool inventory to reduce replacement cost due to lost or stolen tools.

Procedure:

I. GENERAL:

- A. Personal tools are not allowed on Grambling State University's premises.
- B. All Grambling State University tools shall remain on the premises and not to be used for personal reasons.
- C. Tools may be recalled at any time.
- D. Tools are to be cleaned as needed and visually inspected for damage.
- E. A broken tool returned to the tool room will be replaced with a comparable tool. The stolen/broken/lost form must be attached.

II. ISSUING TOOLS:

- A. Requests for tools will be submitted on a supply request and turned in to the Warehouse clerk.
- B. Tools will be issued, employees will sign for the tools and the records will be updated.
- C. When tools are to be used by maintenance employees, the supervisor will issue them the tools and update their records.

III. EMPLOYEE RESPONSIBILITY:

- A. The individual who last signed for the tool is responsible for its maintenance and care.
- B. Shop tools are the responsibility of the supervisor.
- C. If tools are stolen or lost, an immediate report will be made to the University Police.
- D. Supervisor(s) shall maintain a written record of all issued tools.
- E. Employees reporting lost or stolen tools during a tool check will be able to replace the missing tool by completing the stolen/broken/lost form and presenting it to the warehouse clerk.
- F. The employee will be responsible to reimburse the cost of the tools lost, stolen or broken due to negligence.
- G. Supervisor(s) will conduct a scheduled tool inventory annually.
- H. Tools that are found in excess of those issued will be added to the individual's tool record.

- I. When an employee terminate or when tools are no longer required, employee will return the tools to the supervisor.

**UTILITY INTERRUPTION
OPERATION**

Effective date:

Revision date:

Policy:

Deliver utilities to the facility and ensure that any known interruption is scheduled and coordinated with upper level administration prior to the required interruption.

Procedure:

I. PLANNED INTERRUPTIONS

A. Request procedure:

1. Requesting supervisor shall prepare a Utilities Interruption form defining the utility and area to be interrupted and recommended schedule.
2. Submit completed form to the following for review and initials:
 - a. Facilities Director
 - b. Facility Maintenance Manager 3

B. Notification procedure:

1. For related university outages, Facilities will notify the affected personnel and the Safety Officer.
2. The Director of Facilities will forward copies of the notification to:
 - a. Maintenance Manager
 - b. Maintenance Superintendent
 - c. All Foremen who might be affected

II. SHORT NOTICE INTERRUPTIONS – are required by an emergency condition that exists which could jeopardize life and/or equipment.

- A. The requesting supervisor shall notify the Director of Facilities immediately, providing as much information as possible to assist with an orderly notification of the interruption.
- B. The requesting supervisor shall maintain close communication and relay any changes in status. The Facilities Maintenance Manager will relay this information to the Director of Facilities.
- C. The Facilities Director will notify upper level administration and the Safety Director of the current conditions and when services are restored.

III. EMERGENCY INTERRUPTIONS – are a result of equipment failures, and natural occurring disasters which are beyond the control of Facilities.

- A. A responsible supervisor will be responsible to read the blueprints and answer specific questions about the utility systems. Also, the supervisor will remain at the site until otherwise authorized.
- B. During normal working hours:
 1. Contact the Director of Facilities immediately; identify the emergency, what was done, and request assistance as needed.

2. The Facilities Director or designated representative shall notify the Safety Director who will notify upper level management of the emergency condition that exists, the utility and areas affected, and the estimated duration.
- C. Interruptions after normal working hours:
1. Contact the Facilities on-call persons immediately per call-out procedure.
 2. Identify the emergency and request assistance as needed.

GRAMBLING STATE UNIVERSITY
Facilities Management

Date: _____

To: _____

From: _____

Re: Interruption of _____ utility.

It has become necessary to interrupt the above service(s) to the following areas/rooms:

Reason for this interruption:

If times are unacceptable, please change below:

	RECOMMENDATION	CHANGES
Date of interruption:	_____	_____
Start time of interruption:	_____	_____
Stop time of interruption:	_____	_____
Total hours requested:	_____	_____

Review Initials:

1. Facilities Maintenance Manager 3: _____

2. Director of Facilities: _____

Approval:

Daarel Burnette
Vice President for Finance

**GRAMBLING STATE UNIVERSITY
OUTAGE CRITIQUE**

NAME: _____

Date: _____

Utility Involved: _____

Date of Outage: _____

Time of Outage: _____

Duration of Outage: _____

Scheduled: _____ Unscheduled: _____

AREAS/ROOMS AFFECTED BY OUTAGE:

CAUSE OF OUTAGE:

CORRECTIVE ACTION: (action taken where appropriate to prevent a recurrence of this type):

COMMENTS:

**WORK ORDER REQUEST
OPERATIONS**

Effective date:

Revision date:

Policy:

Provide a means of reporting maintenance needs and services to keep the facility in repair.

Procedure:

- I. Work requests are received in Facilities from departments requesting work by the following:
 - A. Electronic via the TMA Work Order System – these requests are entered directly into the work order system by all departments and are received as entered.

- II. All work orders will be received by the work order clerk who will make the following determinations:
 - A. All work requests:
 1. Entered into the computerized work order system by departments using the I Service Desk.
 2. The computerized system will assign a work order number.
 3. The work order number will be sent to the department requesting the work order via the computerized system.
 4. The work order clerk will assign a technician for the work requested.
 5. The work order will be given to the technician and, upon completion, the technician will sign the work order as being complete.
 6. The work order will be officially closed.

**CUSTODIAL SERVICES
OPERATION**

Effective date:
Revision date:

Policy:

The facilities throughout Grambling State University shall be maintained in a satisfactory and attractive condition. Custodial Services is to be a productive, customer oriented service organization that values and respects all members of the Grambling State University community and are committed to building and fostering a safe and clean working environment.

Procedure:

I. Custodial Services is:

- A. Responsible for the custodial care of all academic, support and administrative areas.
- B. To ensure consistent and reliable service.

II. Supplies and Equipment

- A. All supplies and equipment are to be stored in the supply closet in a neat and orderly fashion.
- B. Ensure that all supplies that are needed are on your cart.
- C. Ensure that the proper equipment and supplies are in the correct quantity and condition and at the proper place and time in order to effectively perform duties.

III. Typical cleaning tasks:

- A. Restrooms are cleaned five (5) days a week.
- B. Waste containers in offices and public area are emptied five (5) days a week.
- C. Classrooms are cleaned five (5) days a week.
- D. Floors are cleaned daily and waxed annually or when necessary.