

Appendix I

Sample Facility Maintenance Plan

Dial-A-Ride Coles County Council on Aging, Inc. Facilities/Equipment Maintenance

The Maintenance Guideline Handbook for Facilities/Equipment which begins on the following page identifies specific items and areas where a system of periodic inspections and preventive maintenance are defined. Maintenance intervals are measured in various terms of usage; weekly, monthly, semi-annually and annually. The Maintenance Guidelines provides for the reliability, proper operation and longevity of our facilities and equipment.

The Maintenance Director utilizes the guidelines issued by the Director to identify intervals for required maintenance/inspections and work to be performed. The Maintenance Director is responsible for the maintenance/inspections based on the guidelines. The procedures portion of the guideline hand book serves as a permanent checklist to identify all items to be addressed in inspection. Upon completion of assignments the findings are recorded along with any other repair work performed. Anything found during the maintenance/inspection process which requires additional attention is to be scheduled on a priority basis subject to consideration of safety, need and availability.

Warranty recovery claims pertaining to facilities and equipment as applicable are pursued through each supplier/provider or manufacturer as applicable. Facility and equipment warranty information is maintained in files or reviewed as posted on the internet and referenced when said claims are pursued based on covered warranty periods. The Maintenance Director monitors repair work for applicable warranty claims, initiates the process and verifies the work was performed in accordance with stated coverages.

Dial-A-Ride Public Transportation

**MAINTENANCE GUIDELINES
Handbook
FACILITIES/EQUIPMENT**

Unit/Equipment Location and Intervals

**Facilities Maintenance Inspection Listing
Building # 1**

<u>Unit/Equipment</u>	<u>Inspection Interval</u>
<u>Facility Site Inspection</u>	<u>Weekly</u>
<u>Air Compressor</u>	<u>Weekly</u>
<u>Fire Extinguishers, First Aid Kit, Eye Wash</u>	<u>Monthly</u>
<u>Vehicle Lifts</u>	<u>Monthly</u>
<u>Overhead Doors/Motors</u>	<u>Monthly</u>
<u>Vehicle Wash</u>	<u>Monthly</u>
<u>Vehicle Wash Curtains</u>	<u>Monthly</u>
<u>Air Compressor – Service</u>	<u>Semi-Annual</u>
<u>HVAC Systems</u>	<u>Semi-Annual</u>
<u>Oil/Water Separator Tanks</u>	<u>Semi-Annual</u>
<u>Vehicle Exhaust Ventilation System</u>	<u>Annual</u>
<u>Facility Backflow Valves</u>	<u>Annual</u>
<u>Building Fire Sprinkler System</u>	<u>Annual</u>

Appendix I
Sample Facility Maintenance Plan

Facilities Maintenance Inspection Listing
Radio Tower

<u>Unit/Equipment</u>	<u>Inspection Interval</u>
<u>Facility Site Inspection</u>	<u>Weekly</u>
<u>Test/Service for Repeater</u>	<u>Semi-Annual</u>

Unit/Equipment Maintenance Procedures

Weekly Facility Site Inspections

All items are to be checked and verified as listed. Minor repairs and maintenance items that can be expedited are to be performed during the site inspection (i.e., bulb replacement, switch replacement, debris removal, minor plumbing leaks, etc.) Note any deficiencies/repair requirements in the automated fleet management system and report to Shop Foreman or Fleet Manager who will schedule repairs.

1. Inspect facility, grounds and parking lot for vandalism.
2. Inspect lighting/electrical systems for proper operation.
 - 2.1. Examine the exterior (exposed areas) of all enclosures, fixtures, bulbs, panels, cable/conduit and receptacles. Take corrective action as necessary.
 - 2.2. Check for signs of rodent or insect infestation. If found, investigate and take appropriate corrective measures.
 - 2.3. Ensure electrical rooms have proper access to electrical panels and are not obstructed.
3. Inspect facility for cleanliness (interior, exterior and parking lot).
4. Inspect facility exterior for maintenance needs (includes parking lot).
5. Inspect facility interior for maintenance needs.
6. Inspect facility fixtures/plumbing for leaks and proper operation.

Appendix I

Sample Facility Maintenance Plan

- 6.1. Examine all fixtures and exposed plumbing for leaks and defects. Take corrective action as necessary.
- 6.2. Check for signs of rodent or insect infestation. If found, investigate and take appropriate corrective measures.
7. Verify HVAC for proper operation.
8. Replenish expendable site supplies (toilet tissue, soap, trash bags – if applicable).

Weekly Maintenance Procedure for Air Compressor(s)

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.
2. Check fluid level
 - 2.1. Oil level should indicate $\frac{3}{4}$ up on site glass.
3. Check air filter
 - 3.1. Replace as needed.
4. Check automatic water purge drain operation.
 - 4.1. Check for water purge if necessary.
5. Check belts
 - 5.1. Check belt tension – adjust if needed.
 - 5.2. Replace any worn belt(s) as needed.
6. Check air relief valve operation
 - 6.1. Replace if inoperable.

Monthly Maintenance Procedure for Overhead Air System

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.
2. Electric.
 - 2.1. Check cables to motor.
 - 2.2. Check power switches.
3. Housing

Appendix I

Sample Facility Maintenance Plan

- 3.1. Check for cracks in housing.
- 3.2. Check to ensure secured.
- 3.3. Check brackets.

4. Duct Work/Hoses/Reel
 - 4.1. Check for cracks or holes.
 - 4.2. Check for debris and clean if needed.
 - 4.3. Check reel operation and ensure secured.
 - 4.4. Lube reel system.

5. Filter(s)
 - 5.1. Check and replace filter(s) as applicable.
 - 5.2. Clean filter housing.
 - 5.3. Ensure filter(s) is properly installed.

Monthly Maintenance Procedure for Fire Extinguisher, First Aid Kit, Eye Wash and Lockout/Tag-out Station

1. Fire Extinguisher
 - 1.1. Check for proper charge
 - 1.2. Wipe/clean exterior
 - 1.3. Check that discharge hose is open/clear

2. First Aid Kit
 - 2.1. Check contents and replace as needed (minimum items)
 - Bandages
 - Gauze
 - Antiseptic
 - Alcohol Pad
 - Burn Cream
 - Tablet – pain reliever
 - Antibiotic
 - Rubber gloves
 - First aid tape
 - Tweezers

3. Eye wash stations
 - 3.1. Clean and sanitize
 - 3.2. Check for proper operation

4. Lockout/Tag-out Stations

Appendix I

Sample Facility Maintenance Plan

- 4.1. All locks, tags and devices issued to authorized personnel. (Authorized personnel to see Shop Foreman for replacement equipment.)
- 4.2. Ensure stations are properly secured to wall, labeled and visible.
- 4.3. Minimum of two (2) tags and two (2) plastic tags are in each.
- 4.4. Clean any dirt/debris from boxes as needed.

Monthly Maintenance Procedure for Vehicle Wash

1. Check for leaks.
 - 1.1. Water
 - Supply
 - Wash tank and lines
 - Water soap mix lines
 - Rinse
 - 1.2. Air
 - Supply
 - Side brush lines
2. Bearings.
 - 2.1. Check
 - 2.2. Lube bearings
3. Guide Rails and Frame Work
 - 3.1. Check to ensure securely fastened
 - 3.2. Check for cracks
 - 3.3. Check brackets
 - 3.4. Lube all zerk fittings.

Monthly Maintenance Procedure for Lift

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tag-out Manual.
2. Check for air leaks.
3. Check for oil leaks.
 - 3.1. Motor
 - 3.2. Lines
4. Track Plate and Lift Platforms
 - 4.1. Check for damaged track plate sections.
 - 4.2. Check for proper track plate movement.

Appendix I

Sample Facility Maintenance Plan

- 4.3. Clean track and trench area.
 - 4.4. Check to ensure lift platform is secured to post properly.
 - 4.5. Check lift platform for damage or wear.
 - 4.6. Check all bolts to ensure they are properly secured.
 - 4.7. Check for excessive play in lift platform track.
 - 4.8. Check lift platform extension for proper operation.
5. Check Lift Post(s)
 - 5.1. Scoring and/or burns
 - 5.2. Oil leak
 - 5.3. Lift locks
 - Locks and unlocks properly
 - Lube locking device
 6. Check Lift Controls
 - 6.1. Check switches for proper operation (if applicable).
 - 6.2. Check for proper operation of warning light.
 - 6.3. Check lift controls for proper operation and excessive wear.

Monthly Maintenance Procedure for Overhead Doors/Motors

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tag-out Manual.
2. Check for proper operation.
 - 2.1. All switch/buttons on door controller.
 - 2.2. Door opens, closes and stops when buttons are activated.
3. Check for damaged door panels
 - 3.1. Check for damaged sections.
 - 3.2. Check rails for wear and that they are properly secured to wall and ceiling.
 - 3.3. Guide Rollers
 - Check for damaged rollers.
 - Check for missing rollers.
 - Check to ensure rollers are secured.
4. Rail
 - 4.1. Check for damage or wear
5. Motor
 - 5.1. Motor properly secured.
 - 5.2. Pulleys are properly secured.

Appendix I

Sample Facility Maintenance Plan

- 5.3. Gears are properly secured.
 - 5.4. Check for clutch slippage.
 - 5.5. Check gear chain on motor.
 - 5.6. Check motor reset button.
 - 5.7. Check for exposed or damaged wires and electrical cover secured.
6. Check Door Springs/Shaft/Pulley
 - 6.1. Springs
 - Check for cracks.
 - Check to ensure secured and aligned.
 - 6.2. Spring shaft
 - Check for damage or wear.
 - Ensure secured to wall.
 - 6.3. Spring staff pulley
 - Properly secured.
 - Check for damage and wear.
7. Lubrication
 - 7.1. Ensure the following are lubricated:
 - Rollers
 - Chains
 - Springs
 - Spring shaft bearings
 - Guide rails
 - Spring shaft pulley
 - Motor shaft bearing

Semi-Annual Service Procedure for Air Compressor(s)

1. Shut down air compressor system following the Energy Control Specific Procedures outlined in Lockout/Tag-out Manual.
2. Drain compressor oil.
3. Remove and replace oil filter – if applicable.
4. Refill compressor with oil.
5. Follow startup procedure to start and check for leaks.
6. Check gauges and ensure proper operation and gauge readings.

Appendix I

Sample Facility Maintenance Plan

Semi-Annual Maintenance Procedure for HVAC Systems

1. As applicable, follow Energy Control Specific Procedures
2. Filter(s)
 - 2.1. Check and replace as needed
3. Blower fan/motor
 - 3.1. Check for proper operation
 - 3.2. Lube (as applicable)
 - 3.3. Check belts (adjust or replace as applicable)
4. Check burner operation
5. Check heat exchanger
6. Check refrigerant (as applicable)
7. Clean
 - 7.1. Heating Unit
 - 7.2. Air conditioning unit.

Semi-Annual Maintenance Procedure for Oil/Water Separator Tanks

1. Oil/Water separator tanks
 - 1.1. Semi-annually check level of product in oil/water separator tank.
 - 1.2. Contact licensed/qualified firm to pump out accumulated product and dispose of properly.

Annual Maintenance Procedure for Building Fire Pump/Sprinkler System

1. Fire Pump/Sprinkler System
 - 1.1. Annually contact a licensed/qualified fire protection firm to test and service fire pump/sprinkler system.

Annual Maintenance Procedure for Facility Backflow Valves

1. Backflow Valves

Appendix I

Sample Facility Maintenance Plan

- 1.1. Annually upon notification of appointing authority contact a licensed/qualified plumbing firm to test and check all facility backflow valves(s).

Annual Maintenance Procedure for Facility Vehicle Exhaust System(s)

1. Electric
 - 1.1. Check cables to motor
 - 1.2. Check power switches
2. Fan Housing
 - 2.1. Check for cracks in housing
 - 2.2. Check to ensure secured
 - 2.3. Check brackets
3. Fan
 - 3.1. Check for cracks
 - 3.2. Check for debris and clean
 - 3.3. Check belt(s) if equipped – adjust if needed
4. Duct Work/Hoses/Reel
 - 4.1. Check for cracks or holes
 - 4.2. Check for debris and clean if needed
 - 4.3. Check reel operation and ensure secured (if equipped)
 - 4.4. Lube