

CITY OF WEST DES MOINES ADMINISTRATIVE POLICY

FACILITY PREVENTIVE MAINTENANCE

1.0 **Purpose**

1.1 The purpose of this policy is to establish a Preventive Maintenance (PM) program, under the direction of the Building and Fleet Coordinator, for City owned buildings whereby inspections and test results will allow the City to project major repairs and/or replacements for facilities and provide documentation for the established Capital Improvement Program (CIP).

2.0 **Scope**

2.1 This policy applies to all City departments, agencies, and facilities under the Administrative control of the City Manager as well as facilities where departments, which do not report directly to the City Manager, are located.

3.0 **Policy**

3.1 The Building and Fleet Coordinator is responsible for:

3.1.1 Developing a PM program and maintaining the scheduled procedures.

3.1.2 Providing regular PM service and periodic inspections to monitor the condition of the building/equipment and its functionality.

3.1.3 Initiating and maintaining a list of qualified contractors and/or inspectors and/or vendors for PM and maintaining communication with the same.

3.1.4 Establishing contracts for PM programs that are handled by vendors.

4.0 **List of PM Programs**

4.1. PM Programs will be established to cover the following facilities components:

4.1.1. HVAC Systems

4.1.2 Boilers

4.1.3 Elevators

4.1.4 Alarm Systems

4.1.5 Fire Extinguishers

- 4.1.6 Sprinkler Systems
- 4.1.7 Generators
- 4.1.8 Water System Treatment
- 4.1.9 Building System Inspections
- 4.1.10 Roof System Inspections
- 4.1.11 Backflow Preventor Testing

5.0 **Maintenance Procedures General**

- 5.1 Each PM program will specify what is to be tested and/or inspected, will set a frequency, and will specify whether it will be completed by internal staff or contracted vendors.
- 5.2 Written reports will be reviewed by the Building and Fleet Coordinator who will then provide a copy to the requisite Building Contact Person. After communicating with the Building Contact Person and, where necessary, the Director of Administrative Services, the Building and Fleet Coordinator will initiate any necessary remedial actions.
- 5.3 Documentation, by building and per the City retention schedule, will be retained by the Building and Fleet Coordinator.
- 5.4 The Building Maintenance Specialist will be responsible for the PM conducted by City Staff:
 - 5.4.1 Perform PM and repairs as scheduled by the Building and Fleet Coordinator.
 - 5.4.2 Complete necessary paperwork to document all work undertaken and all parts and supplies used.
 - 5.4.3 Advise the Building Contact Person if a building system is going to be out of service for an extended period of time (generally 24 hrs., unless other limits have been established).

6.0 **Preventive Maintenance Programs**

- 6.1 The Building and Fleet Coordinator is responsible for ensuring that the most current forms/inspections are being utilized as well as defining the frequency, time period and determining who will be performing the inspection. The frequencies indicated in the following are goals and, where deemed appropriate or required for Departmental Certifications (e.g. CALEA, CAAS, CFAI), the printed timelines are more stringent.

6.2 HVAC Preventive Maintenance Inspection Report:

6.2.1 Frequency: Semi-Annually

6.2.2 Conducted by: Vendor

6.2.3 Schedule: Cooling - April Heating - September

6.2.4 See attachment A for the form/format currently in use:

6.3 HVAC Filter Change and Internal Spot Check:

6.3.1 Frequency: Quarterly

6.3.2 Conducted by: Internal Staff

6.3.3 Schedule: March, June, September, December

6.3.4 See Attachment B for the form/format currently in use

6.4 Boiler Inspection:

6.4.1 Frequency: Semi-annually

6.4.2 Conducted by: Vendor

6.4.3 Schedule: September, March

6.4.4 See Attachment C for the form/format currently in use

6.5 Elevator Safety Test:

6.5.1 Frequency: Annual

6.5.2 Conducted by: IA Workforce Development

6.5.3 Schedule: on their schedule

6.5.4 See Attachment D for the form/format currently in use

6.6 Alarm System Testing:

6.6.1 Frequency: Annual

6.6.2 Conducted by: Vendor

6.6.3 Schedule: March

- 6.6.4 See Attachment E for the form/format currently in use
- 6.7 Fire Extinguisher Inspection:
 - 6.7.1 Frequency: Monthly Annually
 - 6.7.2 Conducted by: City staff Vendor
 - 6.7.3 Schedule: monthly on their schedule
 - 6.7.4 See Attachment F for the form/format currently in use
- 6.8 Sprinkler System Testing:
 - 6.8.1 Frequency: Quarterly
 - 6.8.2 Conducted by: Vendor
 - 6.8.3 Schedule: on their schedule and as weather permits
 - 6.8.4 Use standard form that covers minimum requirements of NFPA 25-2002 for fire extinguisher systems connected to distribution systems without supplemental tanks or fire pumps. See Attachment G for the form/format currently in use
- 6.9 Generator Testing:
 - 6.9.1 Frequency: Semi-annually
 - 6.9.2 Conducted by: Vendor
 - 6.9.3 Scheduled: July, December
 - 6.9.4 See Attachment H for the form/format currently in use
- 6.10 Water System Treatment Testing:
 - 6.10.1 Frequency: Quarterly
 - 6.10.2 Conducted by: Vendor
 - 6.10.3 Schedule: February, May, August, November
 - 6.10.4 See Attachment I for the form/format currently in use
- 6.11 Building Systems Inspection:
 - 6.11.1 Frequency: Semi-annually

6.11.2 Conducted by: City staff

6.11.3 Scheduled: June, December

6.11.4 See Attachment J for the form/format currently in use

6.12 Roof Systems Inspection:

6.12.1 Frequency: Semi-annually

6.12.2 Conducted by: Vendor

6.12.3 Schedule: April, October

6.12.4 See Attachment K for the form/format currently in use

6.13 Backflow Preventor Testing:

6.13.1 Frequency: Annually

6.13.2 Conducted by: Vendor

6.13.3 Schedule: on their schedule

6.13.4 See Attachment L for the form/format currently in use

7.0 **Distribution**

7.1 All Department Directors and all regular full-time and part-time employees.

Agreed to by Senior Staff on _____.