PREVENTATIVE MAINTENANCE PROGRAM

Reference:  
(a) JCAH, Functional Safety and Sanitation Standard  
(b) Manufacturer's Operating and Maintenance Manuals

Effective management of equipment resources requires that an ongoing program of preventative maintenance be implemented. In order to insure safety and reliable performance, it is necessary that all equipment be kept clean, calibrated, adjusted and in good repair. The Maintenance section shall be responsible for the conduct of the Preventative Maintenance Program. Frequency of maintenance shall be determined by the requirements suggested in the manufacturers operating and maintenance manuals unless otherwise directed by the MUSC Maintenance Manager.

A master listing of all equipment shall be maintained in the Maintenance section which will include the equipment, equipment location, equipment number, the due date of maintenance and appropriate space to record completions of the maintenance and initialed by the mechanic assigned. Maintenance accomplished on a date after the due date is past shall be recorder in red and initialed.

Each piece of equipment will be recorded on a form identifying the equipment by number, specific locations, noun name description, building and due date of inspection. The form will provide space to record the accomplishments of the inspection including date checked, person performing the check, and work performed. Additionally, the specific maintenance to be accomplished and the frequency of accomplishment shall be detailed.

Each month the shop concerned with the maintenance of the equipment will be provided with a folder containing the individual equipment forms scheduled for accomplishment during the each week if the month the week. The maintenance shall then be accomplished, the data recorded and the folder returned to the Maintenance Shop office. The maintenance clerk shall record the accomplishment of the maintenance on the master listing.

Approved By:  
John C. Malmrose  
Chief Facilities Officer  
Engineering & Facilities

John Wilson  
Facilities Operations director  
Engineering and Facilities

Effective Date:  
January 1, 2006