

Louisiana State University

Office of Facility Services

Operating Instruction 3500

Revision: 3
Effective Date: December 1, 2010
Page 1 of 2

SUBJECT: PREVENTIVE MAINTENANCE

I. General

- A. Preventive maintenance is the utilization of planned services, inspections, adjustments and replacements designed to ensure that maximum utilization of equipment is obtained at minimum cost. The Preventive Maintenance program consists of the development, implementation and evaluation of Preventive Maintenance Instructions (PMI) and procedures and evaluations of repetitive problems of all performed maintenance.
- B. Specifically, preventive maintenance includes cleaning, adjustments, lubrication, minor repairs, parts replacement and inspections which are performed on scheduled frequencies in accordance with written Preventive Maintenance Instructions. Major repair requirements identified by the preventive maintenance process are performed as planned maintenance projects through the normal work order system.
- C. The Executive Director of Facility & Utility Operations has the primary responsibility for the LSU Preventive Maintenance Program and directs these efforts through Directors, Associate Directors and Assistant Directors. They oversee and direct the maintenance of systems and buildings through reporting technical craft departments, and perform these functions in conjunction with the Director of Resources who has the responsibility for issuing and scheduling work orders for all activities, including preventive maintenance.

- D. Selection of which pieces of equipment or what type of roof will be a part of the Preventive Maintenance Program is determined by the Director of Resources in conjunction with the Assistant Director in charge of Building Systems Maintenance. The preventive maintenance task listing and the preventive maintenance frequency for each task from each category of equipment or roof selected to be included on the active preventive maintenance schedule is reviewed and modified by the appropriate Assistant Director and changes are instituted only after review and approval by the Executive Director of Facility & Utility Operations.
- E. Each individual item of equipment is identified by a Facility Services identification number that is unique to that particular item. A preventive maintenance task listing has been prepared for each category of equipment along with the task frequency. The craft, man hours, and crew size required to perform each task has also been identified and listed for each task.
- F. Work orders are initiated through the Work Control department via a preventive maintenance software package. The work orders are distributed to the appropriate craft supervisor for the specific piece of equipment that is being addressed. These work orders are then scheduled and prioritized with package work orders, repair work orders and DIN work orders.
- G. When a preventive maintenance work order is completed, the craft supervisor will turn in a copy of the work order to Work Control for the data to be entered into the Maximo system under the Facility Services equipment identification number. This creates a comprehensive maintenance history on each individual piece of equipment. A hard copy file of completed preventive maintenance work orders and vendor invoices is also maintained by Work Control and craft supervisors.

