


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

|                            |   |                          |                      |
|----------------------------|---|--------------------------|----------------------|
| <b>Section:</b>            | <b>Administrative</b>   | <b>Procedure Number:</b> | <b>ADM-53</b>        |
| <b>Subject:</b>            | <b>Preventive Maintenance of Essential Equipment and Facilities</b>               | <b>Effective Date:</b>   | <b>January 1980</b>  |
|                            |   | <b>Revised Date:</b>     | <b>October 2016</b>  |
| <b>Facilities Officer:</b> |  | <b>Reviewed Date:</b>    | <b>December 2019</b> |

**Standard Operating Procedure**

Routine condition monitoring and preventive maintenance activities will be performed on essential equipment and facilities.

**Purpose**

To promote essential equipment and facility system reliability and to identify potential problems before system failure.

**Procedure**

1. All departments shall route requests for purchases of fixed capital equipment to the Facilities Maintenance Department, where a determination will be made whether such equipment shall be included within the Preventive Maintenance Program. Requests for equipment that is directly related to patient care should be forwarded to Technology Support Services for evaluation.
2. The Facilities Maintenance Department shall review the particular application, maintenance requirements, and any available equipment incident history data to determine if such equipment should be placed within the Preventive Maintenance Program.
3. Once an evaluation of the equipment has been made, the supervisor responsible for maintenance of the equipment will identify the equipment upon arrival and set up appropriate service instructions and intervals.
4. The appropriate maintenance supervisor will ensure that the service intervals and instructions are entered into the Preventive Maintenance Program and provide proper instructions and training to the technicians who will be servicing the equipment. All training documentation to be kept in the Work Control Center.
5. Critical facility components, i.e.; roofs, handrails, medical gas outlets, etc. will also be evaluated for inclusion into the Preventive Maintenance Program and will be serviced upon review of their particular application, maintenance requirements and history data.