



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: L  
Section: .0100  
Title: **Preventive Maintenance**  
Issue Date: 04/22/21  
Supersedes: None – new policy

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## **POLICY AND PROCEDURE**

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### References

5<sup>th</sup> Edition Standards for Adult Correctional Institutions

### Related ACA Standards

5-ACI-3B-06, 5-ACI-3B-08, 5-ACI-3B-09

### **.0101 PURPOSE**

The purpose of this policy is to provide guidance on standardizing preventive maintenance practices and procedures within NCDPS Prisons in order to help extend the life of buildings and assets. This policy applies to Prisons' employees involved in the planning and management of facility maintenance. All facilities must utilize the Maintenance Management System (MMS) to schedule and track preventive maintenance, inspections, and test activities.

The MMS User Manual is available at:

[https://internal.doc.state.nc.us/dop/facility\\_services\\_manual.html](https://internal.doc.state.nc.us/dop/facility_services_manual.html)

### **.0102 POLICY**

(a) Preventive Maintenance Plan Development:

*All Prisons facilities shall develop a written plan for preventive maintenance of the physical plant (5-ACI-3B-08) which shall include utilization of the Maintenance Management System (MMS) to log preventive maintenance tasks and maintenance schedules to reflect details of each task, to include:*

- (1) Item (Equipment, Structure, Vehicle)
- (2) Facility and location of the task
- (3) Type of preventive maintenance (life safety, routine, security, etc)
- (4) Frequency of inspection / maintenance;
- (5) Task description with detailed instructions;
- (6) Date task performed;
- (7) Location / Staff responsible for task;
- (8) Emergency repairs and responsibilities

(b) Facilities shall ensure all electrical and mechanical equipment is maintained, serviced, and inspected at intervals per manufacturer's recommendations, fire codes, building codes, and

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applicable administrative regulations. Each location's preventive maintenance plan shall ensure compliance with North Carolina Department of Public Safety (NCDPS) Safety Manual, Section B: Safety Hazards, Policy Number: B-1, Title: Safety Inspections, and Prisons policy, Chapter E, .1500, Safety Policy, and Prisons policy, Chapter F, .1200, Inspections.

(c) Emergency Repairs:

- (1) Repairs of an emergency nature may be made when approved verbally by the Facility Maintenance Manager or designee. The staff requesting the emergency work will ensure a Work Order is entered in MMS for appropriate processing. If the Facility Maintenance Manager or designee cannot be contacted immediately concerning emergency repairs, the appropriate shop (electrical, plumbing, etc.), powerhouse, or facilities personnel are to be contacted directly during normal work hours. Emergency repairs after normal working hours, must be approved by the Facility Maintenance Manager or designee. If the Facility Maintenance Manager or designee cannot be contacted after normal working hours the Duty Officer shall be contacted for approval.
- (2) ***If an emergency repair is the result of a life-threatening situation, all life safety activities (evacuations, medical treatment, fire control, etc.) will take precedence as determined by the on-scene incident command (5-ACI-3B-08).***

(d) Work Orders:

- (1) Requests for repairs or maintenance of any equipment, structure, or vehicle shall be made in writing by submitting a work order utilizing the MMS program. Work orders may be submitted by any employee assigned the MMSREQUEST profile. ***If a work order request is the result of an emergency or otherwise impacts life-safety, the employee shall immediately notify their supervisor verbally (5-ACI-3B-08).*** The work order shall be entered into MMS after such verbal notification has been completed and after all necessary steps have been taken to ensure the safety of both staff and offenders.
- (2) All Fire / Safety / Sanitation Monthly Inspection Reports that are required by NCDPS Safety Manual, Section B: Safety Hazards, Policy Number: B-1, Title: Safety Inspections, and/or Prisons Policy, Chapter F, .1200, Inspections, and that identify a need for repairs or replacement shall be forwarded by the facilities' Safety Coordinator and considered as General Work Order request. The Facility Maintenance Supervisor shall review the reports and enter the required information into MMS as a General Work Order for repair. The Facility Maintenance Supervisor will assign the prioritization level and determine if the request will be added into MMS as a recurring preventive maintenance task.

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- (3) The Safety Coordinator will make immediate verbal notification to the Facility Maintenance Supervisor of any inspection finding that is an emergency or that impacts life-safety.

(e) Emergency Power and Communications:

*Each facility within Prisons shall maintain, based on their physical plant and specialized mission needs, the necessary equipment to maintain essential lights, power, and communications in an emergency (5-ACI-3B-06).* Each location will maintain battery or motor-driven emergency power sufficient to maintain essential lighting and life-sustaining functions, as well as outside communication.

- (1) *Emergency equipment and systems shall be tested quarterly (5-ACI-3B-09).*
- (2) *Power generators shall be started and inspected weekly and load tested monthly (5-ACI-3B-09).*
- (3) Testing and inspections shall be conducted in accordance with manufacturer's recommendations.
- (4) All test and inspections shall be documented in MMS.

Each facility within Prisons shall establish and maintain communication systems within guidelines established in Chapter F, Section .3900, Control Center Operations.



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Commissioner of Prisons

April 22, 2021

Date

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