



New York Medical College Policy and Procedure Manual

Section: MAINTENANCE MANAGEMENT	No.: FM.202
	Date: March 24, 1994
Subject: MAINTENANCE AND REPAIR	Page 1 of 3
	Supersedes:

I. Purpose

To establish guidelines for the maintenance and repair of College facilities and equipment.

II. Scope

This policy applies to all departments located in College owned or leased facilities.

III. Definition

- A. Maintenance - the planned servicing of facilities and/or equipment, designed to keep them functioning and usable.
- B. Repair - the unplanned rehabilitation of facilities and/or equipment to correct a malfunction.

IV. Policy

It is the policy of New York Medical College to provide maintenance services at a level consistent with the requirements for enabling its facilities and equipment to be utilized in an efficient manner and to provide adequate repair services to keep its facilities and equipment operating.

V. Procedure

- A. Maintenance and repair work shall be performed by and/or supervised by the Maintenance Management Department.
 - 1. Maintenance cycles shall be established for the routine upkeep of facilities. A schedule of these items shall be kept in the Maintenance Management office. Items covered by routine cyclical maintenance include:

Issued By:	Approved By:
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- a. Acid Neutralizing Tanks
 - b. Air Conditioners
 - c. Alarm Systems
 - d. Boilers
 - e. Chillers
 - f. Electrical Generators
 - g. Electrical Switchgear
 - h. Elevators
 - i. Filters
 - j. Fume Hoods
 - k. Lighting
 - l. Parking Gates
 - m. Pest Control
 - n. Pneumatic Controls
 - o. Refrigeration Units
 - p. Telephone System
 - q. Transformers
 - r. Vehicles
 - s. Ventilation Fans
 - t. Water Purification Systems
 - u. Water Treatment
2. Repair work shall be performed by the Maintenance Management Department, on a prioritized basis, upon receipt of a completed Request for Maintenance Services (**MM-1**) form.
- a. All College owned or leased equipment and facilities shall be repaired by College maintenance staff except when scope, specialization, or workload call for use of outside vendors.
 - b. Work performed by outside vendors shall be coordinated through and supervised by the Maintenance Management Department.

VI. Responsibility

- A. All College Departments

1. Report the need for repair work to the Maintenance Department on a **Request for Maintenance Services (MM-1)** form.

B. Maintenance Department

1. Establish and perform a planned Preventive Maintenance Program for appropriate equipment and facilities.
2. Provide for the necessary repair of facilities and equipment.

C. Facilities Management Department

1. Provide advice and guidance with respect to the interpretation and administration of this policy.