



Center Preventive Maintenance Plan

Purpose: To establish policy and procedures for a cohesive facility maintenance program. To develop a comprehensive and detailed preventive maintenance plan that ensures maximum availability of equipment, timely and proper maintenance and repair of grounds, equipment, and structures. To establish and maintain an operational structure and program for the timely scheduling and completion of maintenance requests.

Policy

5.8 R3 - Facility Maintenance Program

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Section I: Maintenance Management Program

1.0. General Requirements

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2.0. Definitions

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3.0. Center Campus Map

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4.0. Building Site Plan

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Section II: Maintenance System

A. Staffing

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B. Skills

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C. On-Call

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D. Maintenance Department Duty Schedule

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E. Responsibilities

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F. Performance Improvement

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U.S. Department of Labor
Employment and Training Administration
Office of Job Corps

ETA PLAN: CPMP
OMB Control No. 1205-0219
Expiration Date: 05/31/2025

G. Career Technical Skills Training (CTT) Supervisor

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H. Career Technical Skills Training (CTT) Instructors

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I. CTT/CTST Projects

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J. Outside Contractors

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K. Customer Support

Enter information here

L. Maintenance Management

Enter information here

M. Maintenance

Enter information here

M.1. Work Order System

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M.2. Procedures

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Section III: Health and Safety Maintenance

Enter information here

Section IV: Annual Operations and Maintenance (O&M) Objectives

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Appendices

A. Weekly Operations Report

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B. Facility Maintenance Standards

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C. Daily Work Log

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D. Contractors Emergency Contact List

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E. EMAINT Requester Accounts

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F. Operational Reports

Enter information here

G. Completing A New Work Orders (WO) From A WOR

Enter information here

H. Changing A Work Order to Work Status: Waiting On Parts

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I. Student Work Based Learning Agreement

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J. Areas of Grounds Maintenance Responsibility

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