

POLICY STATEMENT

NO. 6.12.00

Issued By: The Office of the Chancellor
Coordinated By: Department of Facility Services
Effective: July 1, 2008
Revised: April 1, 2009

Subject: Equipment Management Program and Policy

I. PURPOSE

The goal of Louisiana State University in Shreveport’s equipment management program is to ultimately decrease repairs to equipment by increasing the efficiency in managing the scheduled equipment maintenance. LSUS is committed to a continuing, aggressive program for maintenance of mechanical and electrical equipment in its facilities.

II. AGENCY MAINTENANCE POLICIES AND PROCEDURES

A. Responsibilities

LSUS has implemented a viable equipment management program using computer based software. This program shall be made available and accessible to all maintenance or other designated personnel.

The program shall include designating personnel who are responsible for specific maintenance areas. Policies outline the roles and responsibilities of managers, supervisors and employees within the maintenance program.

B. Specific Inventory

A specific inventory of all mechanical and electrical equipment in the program has been established including the name of the equipment, location, model number, and serial number. This is a “living” document. Equipment may be added, deleted and/or modified at any time as equipment and its needs change. The inventory is part of the computer based program.

C. Preventive Maintenance Procedures

LSUS has developed preventive maintenance procedures for each piece of mechanical and electrical equipment included in the program. These procedures are included on each work order that is generated through the computer based program. These procedures include but are not limited to the following:

- Tasks to be completed
- Trade skills needed to accomplish the task
- Estimated time required to complete task

LSUS has no preventive maintenance contract for its equipment other than its elevators. The contract specifies the work to be performed and a copy of the contract shall be available for review.

D. Preventive Maintenance Schedule

LSUS has developed a preventive maintenance schedule(s) for each piece of equipment included in the program. LSUS has used the suggested manufacturer's preventive maintenance (PM) on its equipment and ORM's suggested schedules to develop its maintenance schedules.

E. Testing Procedures

LSUS has developed testing procedures for each piece of equipment that requires testing. LSUS conducts periodic testing on its chillers using oil analysis and Eddie current test. The electrical equipment is subjected to periodic infrared thermo-imaging. The frequency of these tests are included in the maintenance schedule. LSUS follows the suggested manufacturer's testing procedures on its equipment and some of ORM's suggested tests and schedules.

F. Documentation

LSUS shall document its preventive maintenance and/or repair procedures, schedules, and testing procedures performed on the mechanical and electrical equipment using its computer based equipment management system, type written reports, thermal images, operator logs, etc. LSUS uses a non-handwritten method of documentation, including computer-based programs. (Tables or other forms of checklists developed in Microsoft Word, Excel, or equivalent would be an acceptable alternative). Handwritten notations deemed unreadable by the ORM Loss Prevention Officer will require clarification. The documentation provides LSUS with an equipment history and the following shall be included, if applicable:

1. What work was performed on the equipment
2. Who performed the work
3. How long did it take to perform
4. What replacement parts were used and their cost
5. Whether the work was billed to a tenant
6. If the agency is using a contractor to perform preventive maintenance, repairs, testing, etc., the agency shall require the contractor to provide clear, concise documentation of the work performed
7. Date work was performed/completed

The Office of Facility Services shall forward a summary report of all preventative maintenance to the campus Loss Prevention Coordinator annually.

G. Training

LSUS shall provide documented training for all employees trained in areas related to the program, whether formal or on-the-job training, to include training on:

1. the written Equipment Management Program
2. the operation of equipment included in the program
3. the preventive maintenance of the equipment included in the program
4. the testing procedures for equipment and the operation of testing equipment
5. the safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure

Documentation of training shall be forwarded to the Loss Prevention Coordinator annually.

III. COMMUNICATION AND ORGANIZATION

The ORM Loss Prevention Officer shall cite maintenance program deficiencies during their inspections at state facilities. These deficiencies, along with any recommendations for corrective action, shall be reported in writing to the Office of Risk Management. All correspondence shall then be forwarded to LSUS for a response to and/or corrective action plans addressing the recommendations. LSUS will provide all relevant documentation to the ORM Loss Prevention Officer upon request. LSUS will administer a timely response and facilitate all corrective action plans that are mutually agreed upon.

IV. AUDITS AND RECORD KEEPING:

Records will be maintained for the life of the equipment on all program equipment including, but not limited to: preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents. The documentation may be listed on the work order comments if using a computer based Maintenance Management program designed specifically for maintenance management such as work orders, inventory, preventive maintenance and time management. Loss Prevention Audits shall be conducted on the program every three years. Recertification/Compliance reviews shall be conducted in subsequent years.

V. WORK ORDER PROGRAM

LSUS has documented work order system procedures that address scheduled preventive maintenance and/or repairs. This system is contained within the computer based Equipment Management Program. The procedures include reporting, work orders issuance/assigning, and how the agency is ensuring the work is completed and documented.

Other work orders for routine maintenance such as light bulbs, minor building repairs, etc., are received via a written work order available on the Facility Services Website. These work orders are logged into a computerized program, assigned a number, issued or assigned to department for action. Once the work order is completed, it is entered back into computerized program, with the date of completion, which completed the work and any other important data. A report is run periodically to identify any incomplete work orders. Any incomplete work is followed up with the department to ensure that the work is completed in timely manner. Any handwritten notations deemed unreadable by the Work Order Control person and/or Loss Prevention Officer will require clarification.

All employees shall be informed on the work order procedure for reporting problems periodically via the safety news letter or written means.

Documentation is available for audit review. All documentation of completed work orders are maintained for the life of the equipment and available for review upon request for items contained in the Equipment Management Program. Routine work order documentation is kept for three years and/or the end of the audit cycle.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor of Business Affairs

April 3, 2009
Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

April 3, 2009
Date