



# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 10.15-3 DOC	<b>EFFECTIVE DATE:</b> 08/27/12	<b>PAGE 1 OF 3</b>
	<b>SUPERSEDES:</b> 10.15-2 DOC	<b>DIRECTOR:</b> <span style="float: right;">Please use BLUE ink.</span> 	
<b>SECTION:</b> SAFETY AND EMERGENCY PROCEDURES		<b>SUBJECT:</b> HVAC CONTROL AND SERVICE	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
<b>REFERENCES:</b> ACA Standard # 4-4218, Preventive Maintenance of the Physical Plant; RIDOC Policy # 10.35-1 DOC, Maintenance On-Call Procedures (Emergency Repairs); 9.40-4 DOC, Maintenance Contractor/Vendor Procedures			
<b>INMATE / PUBLIC ACCESS?</b>		<input checked="" type="checkbox"/> YES	
<b>AVAILABLE IN SPANISH?</b>		<input checked="" type="checkbox"/> NO	

I. **PURPOSE:**

To establish a preventive maintenance program for all heating, ventilation and air cooling (HVAC) equipment throughout the facilities of the Rhode Island Department of Corrections (RIDOC).

II. **POLICY:**

The Rhode Island Department of Corrections (RIDOC) provides a preventive maintenance program of scheduled inspections of all heating, ventilation and air cooling equipment (HVAC) throughout the RIDOC facilities.

III. PROCEDURE:

A. Responsibilities

Under the direction of the Associate Director of Facilities and Maintenance, the affected facility's Warden and the Main Building Supervisors establish a preventive maintenance schedule for all HVAC equipment throughout RIDOC. This schedule provides for HVAC equipment inspections (according to manufacturer's specifications), requests for repairs, purchase of parts and/or hiring of outside vendors if necessary.

Building Supervisors submit preventive maintenance schedules to the affected facility's Warden and the Associate Director of Facilities and Maintenance.

B. Inspections and Maintenance/Repairs

1. Building Supervisors inspect HVAC equipment in each facility according to manufacturer's specifications to determine its operational readiness. They complete the Heating Ventilation Air Cooling (HVAC) Inspection Reports (Attachment 1) and schedule short- and long-term repairs as appropriate.

In addition, the Environmental Health Coordinator makes annual spot checks of the systems. He/she submits a report of his/her findings to the Associate Director of Facilities and Maintenance and the Building Superintendent.

2. Filters, belts and any worn or broken parts of the HVAC equipment are replaced on a trimester basis.
3. Supervisors and/or outside vendors are to maintain coils, filters and ductwork in accordance with the manufacturer's specifications.
4. Cooling towers are treated with water biweekly from June to September. Chiller systems and condensate return units are treated through the power plant steam supply. Heating closed loop systems are treated every six months (winter and summer). Steam and water services are treated and tested according to manufacturer's specifications.
5. HVAC, Direct Digital Control Systems (DDCS) are monitored according to manufacturer's specifications and alarms are noted and remedied as necessary.

C. Consultants, Products and Services

The Associate Director of Facilities and Maintenance, with the assistance of the Superintendent, ensures that the following products/services are secured:

1. Purchase of filters, systems and specialty services to filter systems;
2. Chiller systems consultants (start-up servicing, system checks and on-going maintenance);
3. Hood and duct cleaning services;
4. Direct digital control systems (DDCS) consultants (calibration of digital control systems and on-going maintenance);
5. Water treatment consultants (seasonal tests of cooling towers for bacteria, algae, fungi, pH, odor, color and legionnaire bacillus).

**RHODE ISLAND DEPARTMENT OF CORRECTIONS**

**HEATING VENTILATION AIR COOLING (HVAC)  
INSPECTION REPORT**

To: Building Supervisor

Date Required: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Facility: \_\_\_\_\_

Unusual Sound																			
Visual Deterioration																			
Motor Mounting																			
Belt # Guard																			
Piping/Valves, Hangers, etc.																			
Electrical Wire/Conduit																			
Inspect Filters																			
Change Filters																			
Lubricate Bearings																			
Bearings																			
Inspect/Operate Honeywell Valves																			
Lubricate Honeywell Valves																			

Unit Name/I.D. #	Location

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: Associate Director, Facilities & Maintenance  
Administrator of facility where inspection occurred