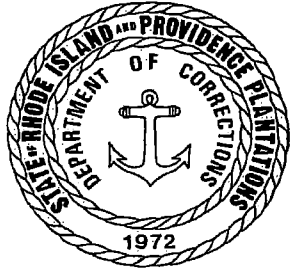


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
10.07-2 DOC

EFFECTIVE DATE:
07/02/12

PAGE 1 OF 4

SUPERSEDES:
10.07-1 DOC

DIRECTOR:

Please use BLUE ink.

Stephen T. Wall II

SECTION:
SAFETY AND EMERGENCY
PROCEDURES

SUBJECT:
PREVENTIVE MAINTENANCE PLAN

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: ACA Standard 4-4218, Preventive Maintenance Plan/Emergency Repair; 4-4219, Power Generators and Emergency Equipment Testing; RIDOC Policies 9.06-2 DOC, Procedures for Ongoing Inspection of Security, Fire Safety, Maintenance and Cleanliness; 10.01-5 DOC, Fire Safety Program; 10.15-2 DOC, HVAC Control and Service; 10.17-1 DOC, Electrical Equipment Inspection; 10.35-1 DOC, Maintenance On-Call Procedures

INMATE / PUBLIC ACCESS? X YES

AVAILABLE IN SPANISH? X NO

I. **PURPOSE:**

To provide a program of preventive maintenance for all mechanical and electrical equipment throughout the Rhode Island Department of Corrections (RIDOC).

II. **POLICY:**

The RIDOC provides a preventive maintenance schedule which ensures the efficient and continued operation of all electrical and mechanical equipment within the Department.

III. PROCEDURES:

A. Responsibility

1. The Maintenance Superintendent establishes a preventive maintenance schedule that ensures the continued efficient operation of all electrical and mechanical equipment within the RIDOC. S/he:
 - a. receives and reviews reports from the Maintenance Supervisor pertinent to the continued proper functioning of equipment;
 - b. reviews the log of maintenance problems for scheduled repairs daily;
 - c. reviews Correctional Officers' Security Inspection Reports ("trip sheets") daily;
 - d. confers with the Maintenance Supervisors concerning plant and equipment deficiencies within the RIDOC.

2. The Maintenance Supervisor assigns Maintenance Technicians to carry out the preventive maintenance schedule. The Maintenance Supervisor:
 - a. ensures Maintenance Technicians document preventive maintenance efforts;
 - b. receives completed reports of repairs and information necessary for long-term scheduling of repairs from the Maintenance Technicians;
 - c. reviews all information, inspects all completed work and checks log notations for conformance to manufacturers' specifications and standard maintenance practices.

3. The Maintenance Technician carries out the preventive maintenance schedule by evaluating, adjusting, repairing and replacing parts necessary for the continued operation of mechanical systems.
 - a. s/he completes the schedule check list, logs required information and forwards a report to the Maintenance Supervisor by utilizing the Emergency Electrical Generator Inspection (see sample at

Attachment 1) and the Electrical Equipment Inspection (see sample at Attachment 2) or other appropriate forms.

B. Scheduling Preventive Maintenance

Items that are reviewed by Correctional Officers and/or Maintenance Technicians (when Maintenance staffing allows) include, but are not limited to, the following:

1. Tour facility to evaluate and correct minor daily maintenance problems.
2. Log all other maintenance problems for scheduled repair program.
3. Check operating pressures, level and temperature of water, steam, and chiller systems.
4. Drain compressor tanks and check lubrication.
5. Check all systems for leakage.
6. Operate stand-by generator on load and visually inspect while operating unit.
7. Complete log documentation (Attachment 1) and forward copy to Facilities and Maintenance Office. One (1) copy to be retained in the facility's Maintenance Office.
8. Start and mechanically operate equipment where applicable.
9. Check:
 - a. all system operating pressures, temperatures and fluid levels;
 - b. filters, replace or clean as required;
 - c. bearings for lubrication, lubricate as required;
 - d. belts, adjust, align and replace as required;
 - e. water treatment reports;

- f. condition of controls and their operation;
 - g. condition of dampers and motors;
 - h. condition of valve stems and packing on all valves.
10. Check:
- a. all valves for proper operation;
 - b. alignment of all direct connected devices;
 - c. lubricate automatic dampers and operating parts;
 - d. tightness of bolts on equipment;
 - e. duct system for dust accumulation and clean as required;
 - f. inventory spare parts, reorder parts as used; and/or
 - g. repair all roof exhaust units on roof, belts, pulleys, and motor.
11. Clean contact points in automatic starters and controls.
12. Calibrate all HVAC units for discharge and return temperature.
13. Check and clean all strainers.
14. Generally inspect, clean and overhaul all motors and starters and pumps as required.
15. Clean and paint all equipment as necessary.

C. Audits

The Maintenance Unit staff performs equipment audits based on the manufacturer's specifications.

**RHODE ISLAND DEPARTMENT OF CORRECTIONS
 FACILITIES AND MAINTENANCE
 EMERGENCY ELECTRICAL GENERATOR INSPECTION**

Facility: _____ Month/Day: _____ Year: _____

Inspected by: _____

Inspection Items	Date	Date	Date	Date	Date
Battery Hydrometer					
Battery Terminals					
Battery Liquid Level					
Engine Oil Level					
Engine Coolant Level					
Engine Fan Belt					
Engine Leaks Fuel-Lube-Coolant					
Engine Block Heater					
External Bat. Chg Volts/Amps					
Start & Run Generator for One-Half Hour, Then Check and Record					
Panel Light Status					
Hour Meter					
Run for One-Half Hour, Then Check and Record					
Engine Coolant Temperature					
Engine Oil Pressure					
Battery Charging Amps/Volts					
AC Output Volts					
Loose Parts					
Fuel Quantity					
Air Damper Pos. When Running					
Day Trk. Lvl./Oper Pump 5 Sec.					
Fuel Tank Water Level -- Spring/Fall					
Engine Tune-Up (Annual or 250 Hrs. Oper.)					
Full Load Test - Aps					

cc: Facilities and Maintenance Office
 Maintenance Office of Facility

**RHODE ISLAND DEPARTMENT OF CORRECTIONS
FACILITIES AND MAINTENANCE**

Emergency Generator - Standard Operating Procedures

Maintenance Superintendents, Maintenance Supervisors and Managers are responsible for adhering to the following Standard Operating Procedures (SOP):

Generator Exercise:

- Stand-by generator units are to be exercised under supervision. Operators are to first check all fluid levels prior to starting the generator unit and after the exercise period. While generator units are being exercised, operating conditions will be logged on Emergency Generator Log Sheets provided by the Facilities and Maintenance Office. Any discrepancies are to be brought to the attention of the Supervisor of the Maintenance Unit and the Facilities and Maintenance Office. Discrepancies/problems will be called into the Facilities and Maintenance Office and not just noted on the log sheet.

Fuel tank levels and condition will also be logged and fuel levels never allowed to go below three quarters (3/4) full.

Prolonged Running of Generator Units:

- When it is necessary to operate a generator unit or multiple units for periods longer than normal exercise, managers will establish a generator management team to physically look at the condition of the operating generators and every two (2) hours check fluid levels and log operating conditions. Problems, if they occur, will be called into the Facilities and Maintenance Office and the Superintendent/Manager of the facility.

If problems occur after working hours, contact is to be made to the on-call Superintendent. Superintendents/Managers are authorized to call the vendor on contract at anytime for emergency service. If it becomes necessary to take an operating generator offline, Superintendents, with the support of an electrician and grounds maintenance, can connect the mobile generator truck or smaller trailer units as necessary.

Superintendents and Managers are authorized to call whatever support may be required to accomplish this task.

Emergency Contacts: (As of the effective date of this policy)

Lightship Group (Emergency Generator Vendor)	Office: 401-294-3341
Contact Person: Dave Ducheneau	Cell: 401-741-6489
R.F. Audet (Electrical Contractor)	Office: 401-884-3310
Contact Person: Mike Green	Cell: 401-639-1256

Copy:
Emergency Log Book

**RHODE ISLAND DEPARTMENT OF CORRECTIONS
FACILITIES AND MAINTENANCE**

ELECTRICAL EQUIPMENT INSPECTION

FACILITY:		DATE OF INSPECTION:	
Panel #	Location	Equipment Description	Remarks

Inspected by: _____

- Distribution:
Wardens
Facility Managers
Maintenance Superintendents
Facilities and Maintenance Office