

Preventative Maintenance Inspection Procedure

1. Purpose

This procedure is to ensure **Preventative Maintenance Inspections and Scoping** are carried out in a consistent and effective manner to ensure quality, safety, compliance and to minimize the risk of defects and preventable deterioration of buildings and property.

2. Scope

This procedure applies to Estates **Maintenance Staff (Electrician, Plumber, and Carpenter)** undertaking preventative maintenance inspections and scoping.

3. Procedure

INPUTS

- i. **Job Card – Preventative Maintenance Inspection & Scoping Request; (Generated by Assets Team/Supervisor from the approved Annual Maintenance Plan)**
- ii. **Budget** for this Job Card/Task;
- iii. Appropriate **Scoping Template & Check List** to be used - less than 5k template, between 5-30k template, between 30-60k template and above 60k

Step 1: Assess the Preventative Maintenance Request/Job Card to ensure there is sufficient detail from your supervisor to identify the following;

- a. The exact location and scope area (attached floor plans, building and room locations codes etc.);
- b. Applicable standards and material specifications requirements;
- c. Sustainability requirements (efficiency targets);
- d. Compliance and certification requirements (Electricity certification, Fire Authority Certification, OHS, cyclone certification, Ministry of Labour Certification for Scaffolding, Lifting Equipment's, and Safety Harness, etc.);
- e. The methodology of procurement and implementation of the works (E-Quote, RFQ, ITB, Small and Medium Works Contractor, In-house etc. Supply Only etc.);
- f. The scoping priority level for the works, any particular supervisory and specialist consultancy requirements (Critical business areas, complexity). Consult your supervisor;
- g. Any special access and permit requirements for the location of the job;

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- h. The timeframe for scoping, procurement and expected implementation for the works;
- i. Setting a date and time to undertake the scoping works and advising the clients as necessary

Step 2: Before leaving for the site (Before you leave the office), ensure your;

- a. Scoping PPE & site signage requirements “Caution/Assessments in Progress/Works in Progress” signage (For personal and public safety);
- b. Relevant permits and approvals (working at heights, confined space entry, hot works etc.)
- c. Scoping tool requirements (Tape, ladder, disposal overalls, gloves hard hat etc.);
- d. Site access and notification requirements (Keys, permissions & permits, email notifications etc.);
- e. Site services isolation requirements (What needs to be turned off? Where from and how can it be turned off? Who will be impacted? Have I informed those impacted? What permissions do I need?);

Step 3: On arrival at the site of inspections;

- i. Where relevant and possible, always greet and introduce yourself and explain the purpose of your visit to clients on-site;
- ii. Implement any site safety signage requirements, restrict access as needed “Caution/work in progress” etc. signage;
- iii. Isolate services as required and place and log any “**Out of Service/Do Not Operate**” **Tags** as required to permit scoping in a safe manner;

Step 4: Begin the Inspections to Confirm the Scope of Works;

- iv. Assess the Works methodology and document the scope of works in the correct scoping templates for the value and nature of works.
- v. Itemize the type and quantities of material and include specifications and type requirements where appropriate. Consider the availability and procurement times for these materials; (also ensure USP Standards are maintained, refer USP Maintenance Policy & Procedures, USP Design Standards);
- vi. List down the trade persons required and document the estimated the number of hours to complete the works, including any supervisory and project management requirements;

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- vii. Consider the proposed work schedule, including any contingencies for risks to the work program like weather, business restrictions (noise restrictions etc.), procurement delays, site set up and takedown, relocation of existing services and staff etc. Discuss project risks with the client where appropriate and possible, including additional feedback as required.
- viii. In the scope, make special consideration for any special site safety signage requirements, Permit requirements and Services Isolation requirements that the contractor will need to account for prior to undertaking the works (need to turn off the power, water, smoke detector etc. during works);
- ix. Take photographs as necessary;

Step 5: Before leaving the site:

- x. Remove any site safety signage and restore access as required;
- xi. Restore any isolated services, remove and log “Out of Service/Do Not Operate” Tags;
- xii. Where possible and appropriate, thank the client for their time and refer them to the E & I Operations Centre should they have any follow up queries.

Step 6: Finalize, and quality check the Scope of Works and Work Schedule by peer review than submit for endorsement by your supervisor;

Step 7: Forward the scope to OHS for **HESS plan** assessment and at the same time raise a **job card for the Estimator** to review and confirm a **Cost Estimate for the works**;

Step 8: **Confirm the Estimated Cost** of the works with the Quantity Surveyor (Raise Job Card as required) and following receipt of the cost estimate, review it against the scope and budget with your supervisor and make adjustments as necessary within the approved budget;

Step 9: **Consolidate Scope, Cost Estimate, HESS and Work Schedule** and Seek Final approvals from Supervisor and Managers to proceed to procurement;

OUTPUT – Close Job Card – Scoping Complete

4. Responsibility

Estates Maintenance Staff (Contracts Administrator, Carpenters, Plumbers, and Electricians) – undertakes scoping inspections to complete scope and work schedule, ensure site safety.

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Supervisor – Contracts Administrator, Manager Contracts & Administration, Director E&I – approves scope and schedule of works, monitors for site safety, and ensures annual maintenance plan is completed on schedule and within budget.

Approvals, Estimator – **Review RFQ and estimate**

Director E&I – Approves SOP

5. Definitions

Preventative Maintenance – maintenance/inspection carried out periodically to avoid any failure of the building or its components.

Work Schedule – a schedule of planned activities for undertaking works and constitutes the basis for the contract period.

RFQ – Request for Quotation – detailed scope, timeline, materials and technical specifications

Maintenance Schedule – any repair or upkeep work performed within set timeframes.

HESS plan – Health Environment Safety Security Plan.

6. Reference and Applicable Documents

Building Maintenance Policy & Procedure

<https://policylib.usp.ac.fj/form.categorydetails.php?id=2>

Preventative Maintenance Checklist

https://www.usp.ac.fj/fileadmin/files/services/prop_facil/Policies_Procedures_Standards/Standards/Maintenance/Preventative_Maintenance_Inspection_Checklist_Rev_B.doc

RFQ templates

Between 30-60k

https://www.usp.ac.fj/fileadmin/files/services/prop_facil/Policies_Procedures_Standards/Standards/Maintenance/Standard_RFQ_Template_30k_-_60k.docx

Above 60k

https://www.usp.ac.fj/fileadmin/files/services/prop_facil/Documents/Policies_Procedure/Maintenance_Help_Desk_Job_Card_Procedure_Works_Greater_than_60K_Rev_A.pdf

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Between 5-30k

https://www.usp.ac.fj/fileadmin/files/services/prop_facil/Policies_Procedures_Standards/Standards/Maintenance/Standard_RFQ_Template_5k-30k.docx

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