

Operations, Enterprise Services, and Facilities

Standard Operating Procedure for Preventative Maintenance Program

PURPOSE:

To ensure optimal performance, safety, and longevity of facility assets through the timely and proactive maintenance of critical building systems and equipment.

# SCOPE:

This SOP applies to all mechanical, electrical, plumbing (MEP), HVAC, and structural systems within facilities across the San Diego Community College District (SDCCD).

PROCESS:

Develop an annual maintenance schedule based on manufacturer recommendations and usage.

Break down tasks into weekly, monthly, quarterly, and annual intervals.

Distribute schedules via the CMMS to assigned technicians.

Complete PM tasks and log outcomes in CMMS.

Supervisors review logs weekly for accuracy and trends.

Escalate critical issues found to corrective maintenance.

REQUIRED APPROVALS:

Maintenance Supervisor approves the annual PM schedule.

Director of Facilities reviews the PM program performance quarterly.

NOTIFICATION AND COMMUNICATION:

Notify building occupants prior to entry or work in sensitive areas.

Initiate Shutdown SOP for tasks requiring service disruptions.

DOCUMENTATION AND RECORDKEEPING:

All PM records, checklists, and logs must be maintained in CMMS and backed up quarterly to the shared drive.