

PREVENTATIVE MAINTENANCE PROCEDURES

Santa Ana College performs preventative maintenance on equipment on site as per the frequency suggested by the manufacturer. All equipment is inventoried and a schedule is developed accordingly. Once the equipment and frequency have been confirmed, we send out requests for services by vendors in the area that are qualified to work on the equipment we have on site. These proposals are then evaluated and with cost being the main decision making component, we decide which contractor is going to be given the preventative maintenance contract (Annual Contract) for the year. A purchase order is then created and disseminated by the district purchasing department.

Our department is responsible for scheduling preventative maintenance work and checking that the job has been done. If the job has been performed, the receipts are forwarded to Accounts Payable when approved and signed by Facilities Manager. Some PM contracts are paid in advance by accounts payable based on financial considerations.

We currently have Annual contracts for HVAC equipment (chillers, boilers etc.), Fire Life and Safety equipment and systems (fire alarms, sprinkler systems, back-up electrical systems), landscape equipment, pool equipment and assorted other equipment on site.

All of these Annual Contracts/PO's can be found and are stored on line and in the SAC M&O Annual Contracts folder in the Facilities Managers office.