



Nevada Department Of Corrections

Administrative Regulation Control Sheet

AR Number:	AR 486
AR Title:	Preventive Maintenance

AR Revision History

Revision Details	Effective Date
This AR was reviewed by the Subject Matter Expert and it was determined that no changes are required as of this date.	04/28/14
No Additional revisions beyond this line.	---



Director



Date

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
486**

PREVENTATIVE MAINTENANCE

Supersedes: AR 486 (Temporary, 09/23/10)
Effective Date: 04/08/11

AUTHORITY: NRS 209.131

RESPONSIBILITY

The Chief of Plant Operations shall ensure the Department's Preventive Maintenance Plan is implemented in each institution and facility in cooperation with the Warden/Facility Head and appropriate Deputy Director.

The Warden or Department Supervisor of each institution and facility are responsible to ensure that a preventive maintenance manual is developed utilizing the designated format outlined in the Department's preventive maintenance plan, and that their staff has knowledge of and complies with this regulation.

Under the Institution Warden or Facility Manager, the Facility Maintenance Supervisor shall be responsible for, but not limited to, the following activities:

- A. Establishing and executing a preventive maintenance program;
- B. Establishing priorities for the facilities equipment maintenance;
- C. Assisting with the planning, funding, expenditures of assigned budget(s); and
- D. Ensuring code and regulatory compliance.

486.01 DEVELOPMENT OF PREVENTATIVE MAINTENANCE MANUAL

1. The Department's Preventive Maintenance Plan (PMP) is established as a resource manual supplemental to this regulation to be utilized by each institution/facility in developing detailed instructions regarding preventive maintenance that addresses the unique characteristics of each institution and facility.

2. The Facility Maintenance Manual must ensure:

- A. That the applicable building codes and regulatory standards shall be met;

- B. That standards for physical plant and equipment maintenance shall be established;
 - C. That the physical plant and equipment of all institutions/facilities shall be properly maintained;
 - D. That the security of institutions/facilities shall be enhanced by physical plant and equipment maintenance;
 - E. That the appearance of each institution/facility shall confirm that it is well maintained, clean and orderly;
 - F. That the Department's capital investment shall be protected;
 - G. That each institution/facility track related costs associated with preventive maintenance;
 - H. That each institution/facility in conjunction with Central Plant Operations shall properly determine and forecast future needs.
3. The institutions/facilities Preventive Maintenance Manual shall be divided into the following categories:
- A. Index;
 - B. Procedure;
 - C. Equipment Inventory;
 - D. Replacement Schedules;
 - E. Maintenance Schedules;
 - (1) Date frequency, action, and documented employees.
 - (2) Emergency equipment and systems are tested at least quarterly at a minimum or in accordance with manufacturer's recommendations and construction manual.
 - F. Maintenance Contracts;
 - G. Building Description;
 - H. Forms;
 - I. Facility Locations to include:

- (1) Housing units
- (2) Posts
- (3) Towers
- (4) Infirmary
- (5) Gatehouse
- (6) Canteen
- (7) Prison Industries
- (8) Laundry
- (9) Culinary
- (10) Education
- (11) Maintenance area
- (12) Visiting
- (13) Administrative Building
- (14) Generator/Boiler room
- (15) Chapel
- (16) Law Library
- (17) Gym
- (18) Warehouse
- (19) Vehicles
- (20) Security Lighting, and
- (21) Grounds
 - (a) External
 - (b) Fence Lines, and

(c) Other

4. Preventive Maintenance Manuals shall be maintained in the office of the following:

- A. Warden
- B. Administrative Services Officer
- C. Facility Supervisor
- D. NDOC Chief of Plant Operations

5. Facility Preventive Maintenance Manuals shall be kept current by each institution/facility, and reviewed at least annually by the Warden and Facility Supervisor and approved by the Chief of Plant Operations.

6. Any revisions, changes, or additions shall be submitted to the Chief of Plant Operations for his approval.

7. The Chief of Plant Operations shall conduct an annual on-site plant inspection and review of all facility preventive maintenance records to ensure compliance with this regulation.

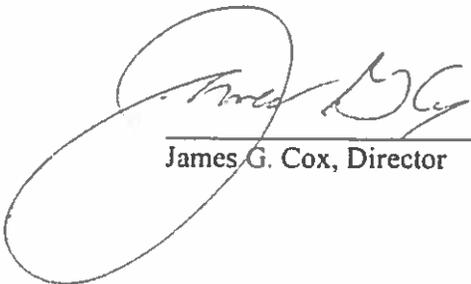
8. In the event of an emergency that involved the physical plant of the institution or facility, the problem is to be reported to the Shift Supervisor who must contact the Warden/Facility Manager. Depending on the severity of the situation, the Warden will contact the appropriate Deputy Director.

APPLICABILITY

- 1. This regulation applies to all Department institutions, restitution centers and camps.
- 2. This administrative regulation requires an audit.

REFERENCES

ACA Standards 4-4123 and 4-4218



James G. Cox, Director

3/14/11

Date