	<h1 style="text-align: center;">Guidelines for Facilities Services Maintenance</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<b>Document Number:</b>  2P-SS-08.05
	<b>Department:</b> Materials Management	<b>Effective Date:</b> January 24, 2022	<b>Revision No</b> 3

### **Routine Maintenance**

Maintenance shall be defined as the work necessary to keep all company-owned facilities in good repair and operating condition. This work includes maintaining, operating and repairing utility and building systems including electric, water, ventilation, air conditioning, plumbing, sewage. It also includes maintaining and repairing basic components of company buildings and grounds including foundations, walls, roofs, stairs, ceilings, floors, floor coverings, wall coverings, doors, windows, sidewalks, and ancillary facilities or equipment. This definition excludes new work and/or alterations such as constructing and modifying buildings and grounds, providing decorative treatments to buildings and grounds, attaching items to buildings, extending or modifying utility systems. Routine maintenance services are done daily using the pre-formatted checklist.

#### **a) Routine Trouble Requests**

Routine failures are to be reported as such. Defective light bulbs or fluorescent tubes, broken window panes or broken furniture shall be regarded as simple failures and shall be reported routinely to Materials Management personnel.


#### **b) Emergencies**

Good judgment on the part of individuals is an important determining factor of what is an actual emergency. Any disaster, unusual occurrence, utility malfunction or equipment failure that presents imminent danger to life, limb or property is an emergency and should be reported immediately to Materials Management personnel.

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### c) Priority of Work

Maintenance services take priority over non-maintenance services. All work orders for non-maintenance services are scheduled in the order received.

Examples of routine maintenance services are:

1. Maintenance of all structures, utilities, signages, parking lights, and other building components.
2. Maintenance and replacement of locks and bulletin boards.
3. Maintenance and repair of floors.

### Non-maintenance

Non-maintenance services are those performed on special request and shall be funded by the requesting business unit. The Service Request Form shall be filled-up by the department requesting for a specific repair work/s and be submitted to Materials Management personnel for immediate action or work scheduling, depending on the effect of the work to be done on the property or productivity of persons working in an area. Facilities services will either perform non-maintenance services or serve as an agent in obtaining the requested services from sub-contractors.


Examples of non-maintenance services are:

1. Installation and repairs of any departmental equipment.
2. Fabrication, installation and repair of office or warehouse fixtures.
3. Furniture fabrication.

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### Preventive Maintenance

Facilities services performs routine preventive maintenance checks on doors, windows, roofs, hardware, refrigeration, air conditioning, plumbing, ventilation, electrical requirements.

#### a) Roofs

In order to prevent damage to our facilities, no equipment, antennas or any other structure supported on tripods or stands may be placed on any roof without prior approval from Materials Management Department.

Checking of roof areas that could be susceptible to having a problem shall be done annually, every first quarter off the year.

#### b) Water Cistern and Overhead Water Tank

To ensure continuous supply of clean water to all buildings, the cover of the water cistern shall always be locked and properly maintained. Periodic cleaning of the criteria and overhead tank shall be done semi-annually.

#### c) Office Equipment

Air-conditioning units are maintained and cleaned quarterly. While rented printers and photocopying machines are scheduled for preventive maintenance by a third party. As for the weighing scale, units should be calibrated annually.

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