

## **WAYNE COMMUNITY COLLEGE MAINTENANCE PROGRAM**

The Wayne Community College (WCC) Maintenance Program encompasses procedures for scheduled preventive and corrective maintenance of college equipment and facilities. Preventive maintenance will be an integral step in validating the college's cost for maintenance operations. The goal of WCC's maintenance program is to ensure the reliable operation of its physical resources, which will ultimately support an atmosphere for effective learning, and to meet institution's stated purpose, programs, and activities.

Preventive maintenance will be performed at regularly scheduled intervals through the automated work order system or manual tracking records. The work order system will provide a record of documentation for completed preventive maintenance actions. Regularly scheduled preventive maintenance activities are established from manufactures recommendations, industry standards, historical trends, safety requirements and operational experience. Preventive maintenance actions include but are not limited to inspections, servicing, adjustments, component replacement, and both major and minor repairs. Due to special equipment and certification requirements some equipment or facility preventive maintenance actions will be handled under service contracts.

WCC's maintenance program includes the following functional areas: facility maintenance, grounds maintenance, vehicle maintenance and housekeeping.