

## MPS 8 – Maintenance and Housekeeping

**\*\*Category:\*\*** Process Integrity

**\*\*Tags:\*\*** maintenance, housekeeping, operational integrity, preventative maintenance, facility management, risk mitigation, leadership, VFL, safety management

**\*\*Description:\*\*** Minimum Performance Standard for Maintenance and Housekeeping. Defines the intent, required actions, and guidance to ensure facilities, equipment, and work environments are maintained in safe, secure, and efficient condition through structured maintenance and housekeeping programs. Supports operational integrity, safety, quality, and security by reducing risks of loss, fraud, inefficiency, or unsafe practices. Aligns with international standards and promotes a culture of accountability, including Visible Felt Leadership (VFL) to demonstrate management commitment and reinforce high standards.

### Assessment Criteria (Structured)

1. 1.

**\*\*Requirement:\*\*** An approved Maintenance Policy or Plan must be in place, defining responsibilities, standards, and schedules for all maintenance activities.

**\*\*Evidence:\*\*** Documented and approved policy or plan outlining planned and unplanned maintenance responsibilities and frequency.

2. 2.

**\*\*Requirement:\*\*** Preventative maintenance schedules must be established and adhered to for critical assets and infrastructure.

**\*\*Evidence:\*\*** Maintenance logs, asset service records, and compliance with manufacturer guidelines.

3. 3.

**\*\*Requirement:\*\*** Reactive maintenance logs must be maintained and include root cause analyses and corrective action plans.

**\*\*Evidence:\*\*** Unplanned maintenance reports with RCA findings and mitigation documentation.

4. 4.

**\*\*Requirement:\*\*** Housekeeping procedures or standards must be defined, addressing cleanliness, hazards, responsibilities, and inspection frequency.

**\*\*Evidence:\*\*** Documented procedures, roles, and cleaning schedules with hazard control components.

5. 5.

**\*\*Requirement:\*\*** Regular housekeeping inspections must be conducted using standard checklists, with follow-up tracking.

**\*\*Evidence:\*\*** Inspection records, corrective action trackers, and closure evidence.

6. 6.

**\*\*Requirement:\*\*** Visual management systems must be implemented to reinforce workplace organization and cleanliness.

**\*\*Evidence:\*\*** Use of 5S indicators, signage, floor markings, and layout visuals.

7. 7.

**\*\*Requirement:\*\*** Personnel must be trained on maintenance standards, housekeeping responsibilities, and safety expectations.

**\*\*Evidence:\*\*** Training rosters, course content, and awareness materials.

8. 8.

**\*\*Requirement:\*\*** Audit trails must demonstrate monitoring and review of maintenance and housekeeping effectiveness.

**\*\*Evidence:\*\*** Review logs, compliance summaries, and continuous improvement records.

9. 9.

**\*\*Requirement:\*\*** Management must conduct regular reviews of maintenance and housekeeping performance.

**\*\*Evidence:\*\*** Meeting records, downtime analysis, inspection results, and approved action plans.

10. 10.

**\*\*Requirement:\*\*** Visible Felt Leadership (VFL) must be practiced to reinforce standards and show commitment.

**\*\*Evidence:\*\*** Records of walk-throughs, inspection notes, leader observations, and follow-up actions.