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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	01 July 2023
SUBJECT	PREVENTIVE MAINTENANCE		

1.0 OBJECTIVE

To ensure that building and associated utilities and all equipment are uniquely identified, have planned maintenance program and are properly functioning.

2.0 SCOPE

This operational procedure covers building and associated utilities, and all equipment including computers, air conditioners, generators and motor vehicles.

3.0 ACCESS

3.1 This operational procedure is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel.

3.2 The original copy of this document is managed by the DOST IX's document custodian.



4.0 DEFINITION OF TERMS


Preventive Maintenance - maintenance carried out at predetermined schedule intended to reduce probability of failure or degradation of building and associated utilities, and equipment.

5.0 RESPONSIBILITIES

5.1 **Maintenance Staff** shall facilitate the entire process on the conduct of preventive maintenance or physical checking of equipment and utilities and compilation of records

5.2 **Maintenance Officer** shall oversee the entire process and check the appropriateness of the preventive maintenance program.

Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
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7.0 REFERENCES

- PM-FASS-PUR 05-01 Procurement of Supplies, Materials and Equipment
- WI-FASS-PUR 05-06 How to Evaluate Work Services Rendered
- Manufacturer's Operation Manual for Motor Vehicles
- Manufacturer's Operation Manual for the Standby Generator Set



8.0 RECORDS

Identification	Equipment Maintenance Schedule (FASS-MAIN-FO2)	Equipment Data Record (FASS-MAIN-FO4)	Equipment Maintenance Record (FASS-MAIN-FO3)	Building Maintenance Checklist (FASS-MAIN-FO5)
Collection and Filing	Filed by Maintenance Personnel	Filed by Maintenance Personnel	Filed by Maintenance Personnel	Filed by Maintenance Personnel
Index	Equipment Maintenance File	Equipment Maintenance File	Equipment Maintenance File	Equipment Maintenance File
Access	All Personnel	All Personnel	All Personnel	All Personnel
Storage	Office Environment	Office Environment	Office Environment	Office Environment
Maintenance and Disposal	Discarded by Personnel after 3 years	Discarded by Personnel only when equipment is declared unusable	Discarded by Personnel only when equipment is declared unusable	Discarded by Personnel after 3 years

Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
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Identification	Logbook for Standby Generator Set	Logbook for Motor Vehicles
Collection and Filing	Filed by Maintenance Personnel	Filed by Maintenance Personnel
Index	Equipment Maintenance File	Equipment Maintenance File
Access	All Personnel	All Personnel
Storage	Office Environment	Office Environment
Maintenance and Disposal	Discarded by Personnel only when equipment is declared unusable	Discarded by Personnel only when equipment is declared unusable

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