



Starting a Preventive Maintenance Programme

It costs less to properly maintain equipment and facilities than it does to repair the damage from premature breakdown or early deterioration of property. A good preventative maintenance program also helps avoid costly downtime of vehicles or equipment, the loss of the use of facilities when interior ceilings, fixtures and equipment are damaged by leaks, and helps prevent injuries and other losses.

Preventative Maintenance: A Starting Point

Your preventive maintenance programme starts with three steps.

1. Develop an inventory of what you have.

This should include:

- Buildings, building components and property (roofs, gutters, siding, windows, flooring, car parks, etc.)
- Mechanical, electrical and electronic equipment and systems (boilers, air conditioners, fire alarm systems, etc.)
- Vehicles.

2. Develop inspection and maintenance schedules for property and equipment.

This is based on the life expectancy and maintenance requirements for each item. Keep in mind that local codes and standards may determine the inspection schedule for items such as fire protection systems. You can

use preventative maintenance software to ensure timely inspections and service. Consider the following when developing inspection and maintenance schedules:

- Current age, condition and the normal life-expectancy of the equipment or components. A boiler might have a 15-year life expectancy and an asphalt-shingled roof, 20 years.
- Maintenance activities normally required to help ensure equipment or components will meet or exceed their potential life expectancy. This information is generally available from manufacturers.
- Effects that weather and other factors will have on maintenance schedules.

Maintenance personnel must work within safety guidelines by wearing applicable personal protective equipment (goggles,



gloves, dust mask, safety harnesses, etc.). If the appropriate equipment is not available or personnel are not trained and competent in the work to be performed, hire a certified, licenced technician to perform the required maintenance.

- 3. **Follow the maintenance plan with good record keeping.** If someone falls down your stairs, lawyers may want to see your inspection and maintenance records. Be sure to keep them up to date and accurate.

Planificación de su programa de mantenimiento preventivo

Assign responsibility for the programme to ensure its success. In a church, all facility maintenance will generally be one person’s responsibility. In School and larger institutions, several departments may be responsible for different elements of the maintenance programme elements.

Be sure to budget for your preventative maintenance programme. Knowing the service requirements and

life expectancy of facilities and equipment can help you forecast when preventive maintenance or replacement is needed so you can budget accordingly.

Other Benefits

Some preventative maintenance programs also encompass energy management and custodial services, which can save money and extend the life of building components. Good energy management reduces the cost of utilities, while maintaining proper temperatures and humidity levels protects a facility and its contents from deterioration or breakdown. Good maintenance-based custodial service helps increase the life of tile, carpets and other components.

Use the Self-Inspection forms on Adventist Risk Management Inc.’s website at www.adventistrisk.org to help identify additional risk exposures and maintenance issues.



Adventist Risk Management,® Inc. (ARM) is invested in the safety and success of your ministry. We provide risk management resources to help you protect the people and physical assets at the heart of your ministry. *Our ministry is to protect your ministry.* Learn more at AdventistRisk.org/About-Us. #ARMcares



REPORT YOUR CLAIM RIGHT AWAY
1.888.951.4276 • CLAIMS@ADVENTISTRISK.ORG
STAY INFORMED
ADVENTISTRISK.ORG/SOLUTIONS



This material is fact based general information and should not, under any circumstances, be considered specific legal advice regarding a particular matter or subject. Please consult your local attorney or risk manager if you would like to discuss how a local jurisdiction deals with any specific circumstances you may be facing.