



Adventist Risk
Management, Inc.

STARTING A PREVENTATIVE MAINTENANCE PROGRAM

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 prevent 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 program starts with three steps.

1. Develop an inventory of what you have. This should include:

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

- 2. Develop inspection and maintenance schedules for property, equipment and vehicles.** 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 some 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; an asphalt-shingled roof, 20 years; and drive belts maybe 3 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. Vehicle manufacturers provide detailed service requirements based on mileage or time in service.
- 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 and others). If the appropriate equipment is not available or personnel are not trained and competent in the work to be performed, such maintenance should be contracted out to certified, licensed personnel.

3. Follow the maintenance plan with good record keeping. If a vehicle is involved in an accident after its brakes fail, or 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.

Planning for your Preventative Maintenance Program

Assign responsibility for the program to ensure its success. In a church, all facilities maintenance will generally be one person's responsibility. That individual may also monitor vehicle mileage and perform pre-trip inspections while sending the vehicles to a local garage for the actual maintenance work. In schools and larger institutions, several departments may be responsible for different program elements.

Be sure to budget for your preventative maintenance program. Knowing the service requirements and life expectancy of facilities, equipment and vehicles can help you forecast when preventive maintenance or replacement is needed and 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 adventistrisk.org to help identify additional risk exposures and maintenance issues.

REPORT YOUR CLAIM RIGHT AWAY

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