2013-2014 Assessment Report

Asst. VP Facilities

Maintenance

Expected Outcome 1: Preventive Maintenance Expected Outcome:
Equipment and facilities are maintained in satisfactory operating condition. Systematic inspection, detection, and correction of failures are performed either before they occur or before they develop into major defects. The yearly goal is to inspect 40% of all targeted equipment.

Assessment Method 1: Building Inspection

Assessment Method Description
Over the period of FY 2014, equipment in each building was inventoried and evaluated. Types of issues found during these inspections were identified.

Findings
The review of types of issues found during inspections revealed that most common building issues are electrical or carpentry related.

The review of conducted inspections showed that the yearly goal of 40% inspection rate is exceeded for all equipment categories.

- ![Issues found on building inspections](image)
- ![Percent of Items Inspected](image)

How did you use findings for improvement?
Continue to refine inspection and repair procedures to increase the target percentage of equipment evaluated. By focusing on electrical and carpentry issues, future problems will be reduced. Also continue to bring new buildings into the Preventive Maintenance scheduling program. Because target percentages were all exceeded for all equipment categories, building coverage increased by 29% and equipment inspections increased by 29 times.

Additional Comments
**Expected Outcome 2: Safety Expected Outcome:**
Maintenance employees enjoy a safe work environment.

**Assessment Method 1:** Accidents by Shop and Program

**Assessment Method Description**

**Findings**
The review of accident counts by shop over two years revealed that the accidents most frequently occur in HVAC (6):

The review of accident counts by program over two years revealed that accidents most frequently occur in Tool Safety (4):

- [Accidents by Program](#)
- [Accidents by Shop](#)

**How did you use findings for improvement?**

- Maintenance has increased the number of safety training sessions by 95%, from 201 in FY13 to 388 in FY14.
- In 2014, the main emphasis of safety training was defensive driving.

**Additional Comments**

**Expected Outcome 3: Work Management Expected Outcome:**
Clients will have their work orders completed in a timely and efficient manner.

**Assessment Method 1:** Work Orders by Shop

**Assessment Method Description**
Over the period of FY 2014, the number of work orders by shop was reviewed
Findings
Most of the work orders were in the areas of Access Control and HVAC:

HVAC has the most open work orders.

- Aging of Open Work Orders by Shop
- Count of Work Orders by Shop

How did you use findings for improvement?
Maintenance identified 6,598 work orders in HVAC and therefore, further developed the Aging of Open Work Orders Report in order to focus on timely work order closing. Emphasis is kept on keeping work orders in the < 30 day and 30-60 day periods. Any work order exceeding that time frame is scrutinized.

Additional Comments