

Michigan Career and Technical Institute

11611 W. Pine Lake Road Plainwell, MI 49080

Plan for Maintenance Replacement Disposing of Obsolete Equipment

Plan is reviewed annual by:

MCTI Management Team

MCTI Institutional Advisory Committee

Submitted By - Karen Pohja,

Manager of Career and Technical Education

Plan for Maintenance Replacement and Disposal of Obsolete Equipment

Goal

To maintain a record of State of Michigan owned equipment and methods of disposing old/unused/scrap equipment

Objectives

1. Have an inventory system to ensure that MCTI assets remain on site
2. Maintain the inventory system through both paper and software-based systems.
3. Provide a mechanism for staff to properly dispose of unwanted items
1. Designated staff will perform an inventory each fall of items that are documented on inventory from Department of Management and Budget (DTMB)
2. Designated Staff will perform a physical inventory once per year of items on MCTI inventory.
3. Items to be disposed of will be recorded and removed from inventory and disposed per DTMB policy.
4. Supervisors sign off on any inventory being disposed of from their departments is necessary
5. Maintain a database and a hard copy of MCTI inventory.

Personnel Responsible

1. The Maintenance Supervisor is the staff person in charge of the inventory. Activities can be delegated to other staff by the Maintenance Supervisor.
2. The Maintenance Supervisor is responsible for maintaining the inventory database and the inventory notebooks.

Timelines

1. Documentation of the DTMB inventory will be done in the Spring, coordinating with DTMB staff
2. Documentation of the MCTI inventory will be done during the January-March time frame

MCTI Preventative Maintenance Plan

The MCTI Preventative Maintenance Plan (PMP) will outline tasks to be performed by the maintenance staff on a regular basis. Included in the plan are activities to be done daily (M-F), weekly, monthly, quarterly, and annually. The purpose is to have a systematic inspection, adjustment, lubrication, and replacement of components, as well as performance testing and analysis. This should extend the life of the facilities and equipment and should minimize unscheduled downtime that causes major problems.

Daily checks should be dated and then initialed by the staff person performing the task.

Weekly checks should be dated and then initialed by the staff person performing the tasks.

Monthly, quarterly, and annual events should be initialed by the staff person performing the task. Any task that says vendor will be scheduled by the maintenance supervisor or by the staff member assigned to procurement.

At the end of each month, the daily, weekly, and monthly sheet should be stapled together and turned in to the supervisor.

It will be the duty of the lead worker to assign the task to the appropriate staff person.

Maintenance Daily Checks

Date _____

- ____1. Remove dead animals /debris on campus roadways
- ____2. Plowing/Mowing if needed
- ____3. Check computer for any issues with heating/cooling, check boilers, compressors, units, etc.
- ____4. Print off work orders
- ____5. Check dorm for work orders
- ____6. Walk through building main corridors looking for issues (leaks, loose base board lights out, etc.).
- ____7. Check Air Compressors
- ____8. Check water tower water level, turn pumps to manual to test run

Maintenance Weekly Checklist

Week of _____

- ____ 1. Check circulating and return pumps in room 405.
- ____ 2. Check heat exchanger in room 405
- ____ 3. Check return pumps in Auto Shop
- ____ 4. Check return pumps in cabinetmaking shop
- ____ 5. Administration boiler room Boiler On Boiler Off
 - a. ____ Check deaerator system and boiler make up tank
 - b. ____ Check all circulating and return pump – domestic and hot water
 - c. ____ Check all pressure, temperature and vacuum gauges
 - d. ____ Check boiler, burner pressure, etc., and blow down boilers
- ____ 6. Dorm Boiler Room Boiler On Boiler Off
 - a. ____ Check walk-in compressor
 - b. ____ Check heat exchanger, pressure and temperature for Leisure
 - c. ____ Check air compressor
 - d. ____ Check chemical feed pumps
 - e. ____ Check all pumps, valves, gauges, etc.
 - f. ____ Check all heat exchangers
 - g. ____ Check Domestic hot water temperature
 - h. ____ Check boilers, pressure, temperature, burner
 - i. ____ Blow down and check boiler make up
- ____ 7. Check Leisure Service and Health Services – air conditioners and air make up
- ____ 8. Check water tower water level, turn pumps to manual to test run

____9. Leisure Services

- a. Check all circulating pumps
- b. Check domestic hot water temperature
- c. Check water softener and brine tank
- d. Check de-ironer
- e. Check all heat exchangers
- f. Check air compressor
- g. Check pool temp and circulating pumps
- h. Check chlorine & acid system for pool, check & clear filters as necessary, add chlorine & acid
- i. Check Pool

____10. Check Pine Lake Family Housing Mechanical rooms

- a. Check boilers 1____2____3____
- b. Check water heaters 1____2____3____
- c. Check well pumps
- d. Check water softeners
- e. Check pumps

____11. Required water samples

Monthly Checks

January

- _____ 1st week Lube pump/fan motors
- _____ 2nd week Check freezers/coolers
- _____ 3rd week Water filters

February

- _____ 1st week Inspect ice machines and filters
- _____ 4th week Water filters

March

- _____ 2nd week Air compressor checks
- _____ 3rd week Backflow prevention testing
- _____ 4th week Water filters

April

- _____ 1st week Lube pump/fan motors
- _____ 3rd week Lawn and grounds equipment checked
- _____ 4th week Water filters

May

- _____ 1st week Roof Inspections
- _____ Speed Bumps in
- _____ 2nd week Building sprinkler system check (vendor)
- _____ Check exhaust fans

_____ 3rd week Split AC units checked and cleaned
_____ Docks in (vendor)
_____ 4th week Water filters

June

_____ 1st week Filter replacements unit ventilators
_____ 4th week Water filters
_____ 4th week Generator inspections (vendor)

July

_____ 2nd week Check freezers/coolers
_____ 3rd week Lube pump/fan motors
_____ 4th week Clean dorm bathroom exhaust fans
_____ Water filters
_____ Dust cleaning in cabinetmaking (vendor)
_____ Check main distribution for hot spots

August

_____ 1st week Boiler Inspections (vendor)
_____ 2nd week Kitchen hood cleaning
_____ Inspect ice machines and filters
_____ Clean valances in dorm (vendor)
_____ 3rd week Wells/water
_____ Air compressors
_____ 4th week Water filters

September

_____ 2nd week Place order for salt

_____ 4th week Water filters

_____ Exhaust fans

October

_____ _ 1st week Back flow testing (vendor)

_____ Docks out (vendor)

_____ _ 2nd week Check plows and snow equipment

_____ _ 3rd week Lube pump/fan motors

_____ _ 4th week Water filters

_____ Speed bumps out

November

_____ _ 2nd week Roof inspections

_____ Generator inspections (vendor)

_____ _ 3rd week Filter replacements unit ventilators

_____ _ 4th week Water filters

December

_____ 3rd week Water filters

_____ 4th week Fire alarm sensitivity test (vendor)

2nd Wednesday of every month

Generator checks

4th Thursday of every month

Sewer system check

Weekly

Water samples

Reviewed: Dec 2020