

SUBJECT: EQUIPMENT MANAGEMENT PROGRAM AND POLICY

PURPOSE: The goal of Louisiana State University at Alexandria's equipment management program is to ultimately decrease repairs to equipment by increasing the efficiency in managing the scheduled equipment maintenance. LSUA is committed to a continuing, aggressive program for maintenance of mechanical and electrical equipment in its facilities.

GENERAL POLICY

A. Responsibilities

LSUA has implemented a viable equipment management program using computer based software. This program shall be made available and accessible to all maintenance or other designated personnel. The program shall include designating personnel who are responsible for specific maintenance areas. Policies outline the roles and responsibilities of managers, supervisors and employees within the maintenance program.

B. Specific Inventory

A specific inventory of all mechanical and electrical equipment in the program has been established including the name of the equipment, location, model number and serial number. This is a "living" document. Equipment may be added, deleted and/or modified at any time as equipment and its needs change. The inventory is part of the computer based program.

C. Preventive Maintenance Procedures

LSUA has developed preventive maintenance procedures for each piece of mechanical and electrical equipment included in the program. These procedures are included on each work order that is generated through the computer based program. These procedures include but are not limited to the following:

- Tasks to be completed
- Trade skills needed to accomplish the task
- Estimated time required to complete task

LSUA maintenance contracts electronics, all confined spaces, chillers, cooling towers and boilers. The contract specifies the work to be performed and a copy of the contract shall be available for review

D. Preventive Maintenance Schedule

LSUA has developed a preventive maintenance schedule(s) for each piece of equipment included in the program. LSUA has used the suggested manufacturer's preventive maintenance (PM) on its equipment and ORM's suggested schedules to develop its maintenance schedules.

E. Testing Procedures

LSUA has contracted with Storer for testing procedures for each piece of equipment that requires testing. LSUA conducts semi-annual testing on its chillers using oil analysis and Eddie current test. The electrical equipment is subjected to periodic infrared sensor temperature checks. The frequency of these test are included in the maintenance schedule. LSUA follows the suggested manufacturer's testing procedures on its equipment and some of ORM's suggested tests and schedules.

F. Documentation

All documentation is kept in the Department of Facility Services. The documentation provides LSUA with an equipment history and the following shall be included, if applicable:

- What work was performed on the equipment
- Who performed the work
- How long did it take to perform
- What replacement parts were used and their costs
- Whether the work was billed to a tenant
- If the agency is using a contractor to perform preventive maintenance, repairs, testing, etc. the agency shall require the contractor to provide clear, concise documentation of the work performed
- Date work was performed/completed

The Department of Facility Services shall forward a summary report of all preventative maintenance to the campus Loss Prevention Coordinator annually.

G. Training

LSUA shall provide documented training for all employees trained in areas related to the program, whether formal or on-the-job training, to include training on:

- The written Equipment Management Program
- The Operation of equipment included in the program
- The preventive maintenance of the equipment included in the program
- The testing procedures for equipment and the operation of testing equipment
- The safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure

Documentation of training shall be forwarded to the Loss Prevention Coordinator annually.

Communication and Organization

The ORM Loss Prevention Officer shall cite maintenance program deficiencies during their inspections at state facilities. These deficiencies, along with any recommendations for corrective action, shall be reported in writing to the Office of Risk Management. All correspondence shall then be forwarded to LSUA for a response to and/or corrective action plans addressing the recommendations. LSUA will provide all relevant documentation to the ORM Loss Prevention Officer upon request and will administer a timely response and facilitate all corrective actions plans that are mutually agreed upon.

Audits and Record Keeping

Records will be maintained for the life of the equipment on all program equipment including, but not limited to: preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents. The documentation may be listed on the work order comments if using a computer based maintenance management program designed specifically for maintenance management such as work orders, inventory, preventive maintenance and time management. Loss prevention audits shall be conducted on the program every three years. Recertification/compliance reviews shall be conducted in subsequent years.

Lockout / Tagout Program

This procedure is to cover locking out, tagging out, or otherwise preventing the operation of electrical or mechanical equipment, fume hoods, and other scientific equipment from operating.

In this procedure, when the term “lock” is used, it is intended to cover any means of prevention required to prohibit equipment operation. It covers the use of padlocks, tags, or other physical restriction of equipment such as racking-out of switchgear or blocking fan blades.

Procedure

1. Alert operator of intention to lock out or perform work on equipment.
2. Before starting work, make sure equipment cannot be set into motion without your activation.
3. Attach proper lockout device, signed and dated.

4. If additional operations shall be performed on the same equipment, those shall also use lockout/tagout procedures.

NOTE: When more than one craft is working on the same equipment, it is recommended that a multiple locking device be used.

5. When your work is completed, remove your tag/lock. Only the person attaching the tag/lock shall remove it.
6. Equipment shall not be operated until all work is completed and the last tag/lock is removed.
7. Transfer of lock out tag out procedure for shift work employees: The first shift employee shall remove his lock and tag and the second employee will replace with their own lock and tag and document.

NOTE: For scientific equipment, a lockout tag/lock shall be affixed by the person in charge and be removed only after a technician or service person has rendered such equipment safe and operable.

Training

1. All employees that will use LSUA's lock-out/tag-out system (authorized employees) will be trained initially and re-trained annually.
2. All other employees of LSUA (affected employees) will receive training during orientation and every 3 years thereafter.

Contractors

Any contractor that performs any maintenance or repair on any equipment at Louisiana State University at Alexandria must utilize their own lock-out/tag-out program.

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