



Assisted Living Policy and Procedure

Subject/Title: Preventative Maintenance and Inspections

References: Pendulum, 4600B Montgomery Blvd. Suite 204, Albuquerque, NM, 87109, 888-815-8250, www.WeArePendulum.com

I. POLICY GUIDELINES

In order to provide a safe environment for residents, employees, and visitors, a preventative maintenance program has been implemented to promote the maintenance of equipment in a state of good repair and condition.

Routine inspections promote safety throughout the facility and aid in keeping equipment in good working order and operating in accordance with manufacturer's guidelines.

Regular inspection, testing, and replacement or repair of equipment and operational systems contribute to preservation of the facility's assets.

II. DEFINITIONS

Preventative maintenance (PM) is the care and servicing by personnel for the purpose of maintaining equipment and facilities in a satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.

Maintenance includes tests, measurements, adjustments, and parts replacement that is performed specifically to prevent faults from occurring.

III. PROCEDURAL COMPONENTS

A. Scheduling

1. An annual inventory of all equipment is conducted
2. Based on the inventory, a calendar is developed that guides the PM staff in completing timely servicing and maintenance of all equipment. The calendar lists the PM due on a daily, weekly, monthly, and annual basis
3. Assessed equipment includes items owned by the facility, supplied by a vendor, leased, or rented
4. The PM is completed in accordance with the defined procedure. When manufacturer's guidelines are available, PM is completed in accordance with the manufacturer's guidelines

B. Record Keeping

1. A separate file or tabbed section of a notebook is designated for each piece of equipment requiring PM. Cover material should include the maintenance procedure for each piece of equipment, as well as any instructional manuals. The required parts and material list should also be noted
2. The file or tabbed section includes an equipment-specific log to document maintenance completion. The record should note whether routine PM was provided and whether any problems in servicing were identified. If problems are identified, the corrective action taken is recorded
3. In the event that maintenance cannot be completed, the reason should be noted along with the action plan for completion
4. Records are retained for five years, unless a different requirement has been set forth by state/federal regulations and statutes

C. Inspections

1. A schedule is developed to delineate all inspections that are to be completed on a regular basis. Inspections verify that all equipment and furnishings are in working order and free from safety hazards
2. Inspection checklists are developed for at least:
 - a. The building
 - b. Each resident room
 - c. Common areas
 - d. Company vehicles
 - e. Other specific areas, such as kitchen and laundry
 - f. Alarms
Alarms are calendared on the routine inspection checklists. Alarms are inspected to verify that they are in working order and are calendared for inspection in accordance with manufacturer's specifications. Alarms include any personal protective devices, such as bed alarms, floor alarms, and alert bracelets. If staff is responsible for any component of alarm verification, such as alert bracelets, the scheduling and documentation should correspond to the same standards set for all preventive maintenance
3. Where alarm batteries are utilized, a routine schedule for verifying that batteries are operational is maintained, along with a regular schedule for changing batteries
4. Replacement and/or repair of all furnishings and equipment is completed as soon as possible
5. Building inspection should include at least:
 - a. Heating and air conditioning systems
 - b. Ventilation ducts, including clothes dryer ducts
 - c. Electronic doors
 - d. Cement cracks
 - e. Signs, including lighting
 - f. Generators
 - g. Sprinkler systems
 - h. Wiring and electrical outlets
 - i. Oxygen storage
 - j. Medical gas storage
 - k. Emergency lighting
 - l. Drains and gutters
 - m. Storage areas
 - n. Refrigerator and freezer
 - o. Utility and housekeeping storage areas, including all chemicals
 - p. Areas behind large equipment, such as refrigerators, stoves, washers, dryers, and fans
6. Vehicle inspections should include:
 - a. Coolant
 - b. Oil
 - c. Tire pressure
 - d. Lights
 - e. Directional
 - f. Brakes
 - g. Wipers and blades
 - h. Windshield cleaner
 - i. Other vehicle safety items

D. Work Orders and Service Requests

1. A system for work orders is established among all staff, residents, and PM employees that provides rapid communication regarding equipment problems
2. The system should include documentation of:
 - a. The problem
 - b. Date the problem was identified
 - c. Who was notified
 - d. Corrective action (servicing, repair, or replacement)
 - e. Completion date