



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-162800 Preventive Maintenance Program	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 8/31/20 Revised: 3/9/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy *CD-010100*.

## REFERENCE:

- A. ACA Expected Practices 5-ACI-3B-08 and 5-ACI-3B-09, *Performance Based Expected Practices for Adult Correctional Institutions*, 5<sup>th</sup> Edition.
- B. ACA Standard 2-CI-6A-7, *Standards for Correctional Industries*, 2<sup>nd</sup> Edition.
- C. ACA Standard 1-CTA-2A-03, *Standards for Correctional Training Academies*, 1993.

## PURPOSE:

To establish a Preventive Maintenance Program at each facility.

## APPLICABILITY:

All employees of the New Mexico Corrections Department, especially to the physical plant/maintenance staff of each facility.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

*Preventive Maintenance*: The scheduled inspection, care, and repair of buildings and equipment to ensure safe and efficient operations.

## POLICY:

- A. Each facility within the Corrections Department shall have a written plan for preventive maintenance of the physical plant; the plan shall include provisions for emergency repairs or replacement in life-threatening situations. [5-ACI-3B-08] [2-CI-6A-7] [1-CTA-2A-03]

- B.** Emergency equipment and systems are tested at least quarterly. Power generators are inspected weekly and load tested quarterly at a minimum or in accordance with manufacture's recommendations and instruction manuals. **[5-ACI-3B-09]**
  
- C.** Physical Plant Services shall ensure all electrical and mechanical equipment and is maintained, serviced, and inspected at intervals per manufacturer's recommendations, fire codes, building codes, or code of Federal regulators; whichever is most stringent.



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CD-162801 Preventive Maintenance Program	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 8/31/20 Revised: 3/9/15
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**AUTHORITY:**  
Policy *CD-180100*

**PROCEDURES: [2-CI-6A-7] [5-ACI-3B-08]**

- A. Each facility shall develop and maintain a Preventive Maintenance Program that addresses the needs of its buildings and equipment. Physical Plant/Maintenance staff is encouraged to communicate with the physical plant/maintenance staff of other facilities to share ideas and address mutual problems.
- B. The Preventive Maintenance Program shall be reviewed annually by the Physical Plant Manager to ensure that it continues to address the facility's needs. A copy of the program from each correctional institution shall be sent to the Director of Adult Prisons or a designee for approval. Facility Manager will consult with Director of Adult Prisons Fire Safety Programs Administrator and Property Control Division.
- C. At a minimum, Preventive Maintenance Programs will address the following:
  - 1. A written schedule for the inspection and required maintenance of all buildings and equipment. Consideration is given to maintaining the structural, mechanical, electrical, and architectural aspects of the buildings.
  - 2. Identification tags affixed to all equipment, and a list kept of equipment locations and a written record of the maintenance that is scheduled and performed on the equipment.
  - 3. Equipment files with current information including the manufacturer's operating manuals and recommended preventive maintenance information.
  - 4. Maintenance of log books that reflect the frequency of maintenance and inspection of the buildings and equipment and the identity of the person who performed the task.
  - 5. Written procedures for responding to work orders and verbal complaints, whether from staff or inmates.
  - 6. A procedure to ensure that power generators be tested at least every week and other emergency equipment and systems are tested at least quarterly for effectiveness and are repaired or replaced as necessary. **[5-ACI-3B-09]**

7. Emergency repairs or replacement in life-threatening situations.
  8. A spare parts inventory sufficient to meet the immediate needs of the facility.
  9. Proper storage and filing of construction documents such as shop drawings, building plans, utility site plans, and warranty information for each facility.
- D.** To the extent that equipment and expertise are available, preventive maintenance programs shall be computerized for increased efficiency.