

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JACKSONVILLE, FLORIDA**



**FACILITIES OPERATIONS AND  
MAINTENANCE PROCEDURES**

August 15, 2003  
Revised June 7, 2004  
~~Revised April 6, 2012~~  
Revised Sept 25, 2012

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# **FACILITIES OPERATION AND MAINTENANCE PROCEDURES**

## **INTRODUCTION**

The purpose of this manual is to provide an update of acceptable and effective maintenance and operations management “best” practices and current standards for FSCJ facilities. The procedures are modeled from the Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges (Florida Department of Education) and a Texas community college system maintenance program and adapted to Florida State College. It is also intended to provide a comprehensive framework for delivering beneficial and cost-effective services at each Campus and Center. The procedures manual will provide FSCJ Facilities Maintenance Staff with a set of clearly defined, yet flexible guidelines that are intended to complement sound facilities management practices already in use and offer new ones where necessary. The procedures manual will be used in coordination with the Computerized Maintenance Management System – CMMS. The Facilities Operations and Maintenance Procedures were originally reviewed and approved by the members of the Facilities Process Team in August, 2003 and are periodically revised as noted on the cover page.

## **GOALS AND OBJECTIVES**

1. Provide guidelines, recommendations and standards for maintenance and operations managers responsible for each Campus or Center.
2. Provide a definitive, yet flexible organizational and administrative structure for maintenance and operations of educational facilities.
3. Provide organizational structures with the ability to deal effectively with multi-faceted and diverse problems that pertain to the maintenance and operations of educational facilities.
4. Provide maintenance and operations structures capable of dealing with challenges and problems of new technologies in building construction, materials, and equipment.
5. Provide maintenance and operation structures capable of formulating strategies to effectively and efficiently deal with changing State and Federal environmental regulations.
6. Provide administrative structures capable of handling day-to-day maintenance and operations tasks common to all maintenance and operations directors, coordinators, and supervisors.
7. Provide insights into the legal, technical, and environmental requirements that affect the funding and service required for maintenance and operations

at educational facilities.

## **DIVISION I – ADMINISTRATION**

### **A. Training**

Provide employee training opportunities for each group in the disciplines of health and safety, operation, emergency conditions and system upgrades.

### **B. Coordination of Work**

Coordination of work between seasonal timing, employees work load, school functions and outside contractors to operate in a cohesive manner.

### **C. Verification of Contractors Work**

Verify the quality and quantity of work accomplished by outside contractors during the time they are on campus.

### **D. Scheduling of Renovation Projects**

Coordinate between renovation and maintenance to schedule re-occupying spaces by faculty and staff once complete and tested.

### **E. Deferred Maintenance Project**

Verify that equipment and/or materials are of high quality and that work that is done meets requirements.

### **F. Assistance to Facilities Management**

Identify and justify long-term deferred maintenance projects required to prevent major equipment failure.

Provide assistance to Facilities Planner to maintain accurate and up to date Auto-CAD drawings for all buildings.

Provide assistances to Facilities Planning Manager to prepare budget proposals for Capital Improvement Projects.

### **G. Uniform Requirement**

To provide a professional team image and to assist in staff identification for campus safety, all campus facility personnel will be required to wear a standard College uniform shirt.

## **DIVISION II – GROUNDS**

### **A. ROADWAYS, PARKING LOTS, SIDEWALKS**

- Daily:
1. Pick up trash and debris, perform normal grounds maintenance tasks.
  2. Transfer equipment/furniture per work requests.



3. Move/deliver paper goods (catalogs, schedules, restroom products) per work request.

Weekly: 1. Clean on site roadways and parking lots.

Monthly: 1. Inspect paving for cracks or potholes.

- a. Repair major defects immediately or barricade as appropriate.
- b. Schedule repair of remaining defects.
- c. Clean and inspect sidewalks and exterior steps.

Semi annually 1. Check placement of wheel stops; realign and secure.

Annually: 1. Repair and fill asphalt cracks.  
2. Stripe parking lots, paint directional signs, fire lanes and crosswalks as needed.  
3. Repair or replace outside signs as needed.

## **B. IRRIGATION SYSTEMS & WELLS**

1. Systems Main Jockey Pumps
  - a. Weekly inspect units for unusual noise, vibration or leakage. Pumps with mechanical seals require no adjustment and should not be leaking.
2. Test all automated systems monthly. Make repairs and/or adjustments as necessary.
3. Wells -  
Comply with St. John's Water Management District requirements outline below:
  - a. Provide assistance to St. John River Water Management District authorized staff for inspection of each well. Correct defects to comply with Florida Statutes, Administrative Codes and the Florida Building Code.

### Annually

- a. Check if the District issued identification Tags on all wells.
- b. Check if there is backflow prevention on all wells.
- c. Check if there is a rain sensor over-ride on all wells.

## **C. LANDSCAPING AND ATHLETIC AREAS**

1. Trim trees and shrubs as needed.
2. Cut grass and edge as needed.
3. Exercise weed control in turf beds using approved treatment.
4. Aerate high maintenance turf areas as needed.
5. Stripe baseball and softball fields annually prior to beginning of the season or and/or as needed prior to games and practice activities.
6. Add trees and shrubs as funds allow.
7. Remove dead or diseased trees, shrubs or plants as needed.
8. Upgrade planted areas as funds and time allow.
9. Maintain strict inventory control of all chemicals in accordance with governing regulations.

10. Convert lawn areas to xeroscape where practical to minimize need for irrigation.

#### **D. STORM DRAINS (including open and closed)**

1. Observe drainage during major rain event. Correct any problems.
2. Keep open ditches clear of weeds and brush growth by using approved weed and brush control methods. Verify that outsourced pond maintenance contractor is adequately effective.
3. Repair erosion problems as they occur.

#### **E. EQUIPMENT**

- Daily:
1. At the end of the shift, each operator of power equipment is responsible for cleaning, servicing and inspecting the equipment to which he is assigned.
    - a. Check all fluid levels adding proper amount of fluids as required.
    - b. Add grease as required to all lubricated points.
    - c. Check all blades for sharpness, nicks, cracks and attachments.
    - d. Check all belts for tension wear and cracks.
    - e. Check all attachment points for lubrication, excessive wear and proper locking pin or device.
  2. The operator will certify his completion of the checklist by signing off on a sheet provided for that purpose.

#### **F. VEHICLES (General Maintenance, Verify specific maintenance with Manufacturer's recommendations.)**

##### **1. Seasonal Servicing by College Mechanic**

- a. Check fluid levels.
- b. Check belts for wear and cracks; replace as needed.
- c. Check bearings for lubrication and excessive wear. Replace as required.
- d. Service vehicles every 6 months or 5,000 miles whichever comes first.
  - 1) Change oil, filters and grease.
  - 2) Check all fluid levels.
  - 3) Check tires for wear and change as needed.
  - 4) Inspect brakes and repair as required.
  - 5) Inspect belts and hoses for wear and cracks. Replace as required.
  - 6) Follow manufacture recommended service and maintenance schedule.

##### **2. Bi-Weekly Inspections.**

3. **Tune-up every 12,000 miles, 30,000 miles and subsequent manufacturer's check-ups.**
  - a. Follow manufactures recommended service and maintenance schedule.

### **DIVISION III – CONCRETE STRUCTURES (Annual Inspections)**

- A. INTERIOR SLABS AND FOUNDATIONS** - Visually inspect all slabs and foundations for cracks, movement, spalling and other obvious defects. Make necessary repairs. Record locations and magnitude of all major defects and monitor status monthly.
- B. BASEMENTS – BELOW GRADE EQUIPMENT ROOM** – Visually inspect floors and walls for cracks, movement, spalling, water infiltration and other obvious defects. Make necessary repairs. Record location and magnitude of all major defects and monitor status monthly.
- C. STAIRS AND STEPS (EXTERIOR AND INTERIOR)** – Visually inspect stairs and steps for cracks, chips, loose nosing, standing water and other obvious defects. Make necessary repairs.

### **DIVISION IV – MASONRY (Annual Inspections)**

#### **A. EXTERIOR WALLS/COLUMNS - INTERIOR WALLS**

1. Visually inspect exterior walls and columns for cracks, loose brick or masonry units, major displacement vertically or horizontally moisture infiltration and other obvious defects. Make necessary repairs. Be sure to obtain matching masonry materials such as campus approved brick, approved sealant and Type S mortar in the approved color. Contact FSCJ Facilities Management for assistance and/or to verify need for structural assessment. Record location and magnitude of all major defects and monitor status monthly.

Visually inspect interior walls for cracks, and loose masonry units, major displacement vertically or horizontally and other obvious defects. Make necessary repairs. Record location and magnitude of all major defects and monitor status monthly. Contact FSCJ Facilities Management for assistance and/or verify need for structural assessment.

2. Low pressure wash walls to remove mold, mildew and accumulated dirt. Use appropriate chemicals to ensure good results without damaging exterior finish.

### **DIVISION V – METALS**

#### **A. STRUCTURAL STEEL**

1. Where exposed to exterior and/or moist locations, inspect annually for rust and corrosion. Clean, prime and paint as required. Contact Facilities Management and Construction to verify need for structural assessment if corrosion is beyond surface penetration.
2. If evidence of deterioration of structural members is displayed in some form in other components of the building such as roof, floor, exterior and interior walls. Contact Facilities Management and Construction to verify need for structural assessment.

## **B. HANDRAILS AND METAL STAIRS**

Visually inspect handrails annually for loose attachment to walls, rough, splintered and marred surfaces, worn and chipped paint, varnish or other finishes. Make necessary repairs. Visually inspect metal stairs annually for loose tread, cracked welds, loose and cracked concrete in pan type tread, chipped paint or other finishes. Make necessary repairs.

## **C. BLEACHERS**

College Architect or an appropriate State of Florida registered Design Professional to inspect annually and document findings in report.

## **DIVISION VI – WOOD AND PLASTIC**

- A. EXERCISE STATIONS – (Yearly)** Inspect for breakage of any type that may have occurred during use. Check for splinters or chips that could result in a serious bodily injury.
- B. BENCHES AND TABLES – (Yearly) Inspect** for loose boards or loose metal tops and repair if needed. Check legs and seating area to ensure safety.
- C. FLOORING – (Yearly)** Visual inspection of slabs or tile for hairline cracks. Check for loose tile and repair. Check carpet for any stretching or separating at carpet joints.
- D. CABINETS – (Yearly)** visually and physically inspect to ensure all drawers are securely in proper working order. Check doors to ensure all hinges are secure. Tighten any loose screws or replace any screws that are missing.

## **DIVISION VII – THERMAL AND MOISTURE PROTECTION**

### **A. ROOFING AND FIXTURES**

Visually inspect the roof every two months. Remove all organic materials and other debris as needed to maintain a clean roof. Visually inspect the roof surface for cuts (remove any screws or other metal objects that could puncture the roof membrane), abrasions, bubbles, open seams, absence of aggregate on built-up roofs, soft, spongy feel or substrate material, loose or missing traffic pads.

### **B. WATERPROOFING AT WALLS – BELOW GRADE**

Visually inspect walls below grade for moisture as evidence of breakdown of waterproofing. Take appropriate corrective action.

### **C. FLASHING AND GUTTERS**

Visually inspect flashing and gutters for evidence of leaking and that they are properly secured. Take appropriate action. Make sure gutters are clean and free flowing at all times.

#### **D. JOINT SEALANT – CAULKING – (Annually)**

Visually inspect joint sealant and caulking at walls, floors, flashings, penetrations, windows, and door frames for shrinking, cracking and other signs of deterioration and repair as appropriate.

#### **E. GENERAL**

Correlate all interior leaks, and water damage with exterior source. Repair as required to eliminate water infiltration. Once leaks have been repaired, insure that no water damage, discoloration or moisture remains.

### **DIVISION VIII – DOORS AND HARDWARE (Annual Inspection)**

- A. STEEL FRAMES EXTERIOR** – Inspect for movement, separation and corrosion.
- B. EXTERIOR DOORS AND HARDWARE** – Inspect for proper operation, loose hinges, screws, weather-proofing, locksets, closures and vision panels.
- C. HANDICAPPED AUTOMATIC OPENERS** – Check for proper operation, alignment and closure.
- D. OVERHEAD ROLLING DOORS** – Inspect for proper operation, wear, alignment and locking mechanism.
- E. ALUMINUM FRAMES AND JOINTS** – Inspect for loose joints and separation of frames.
- F. GLAZING** – Check for cracks, proper sealant and clean as appropriate.
- G. INTERIOR DOOR SYSTEMS** – inspect for proper operation, loose hinges, screws and weather-proofing, locksets, closures and vision panels.
- H. KEYS AND LOCKS** – Check for proper operation and repair as appropriate.
- I. DOOR HARDWARE** – Inspect all door hardware for proper operation. Clean and lubricate all moving parts with recommended solvent and lubricate. Replace broken, missing, and excessively worn parts and adjust for smooth operation. Door hardware includes hinges, locksets, panic devices, closures, push bars, handles, wall bumpers, floor stops, and LD open devices.
- J. WINDOWS** - Inspect for proper operation, loose hinges, handles, screws, weather-proofing, and condition of applied tinting. Replace where necessary. Also inspect sealant at intersection of window frame and exterior finish. Verify that entire window system is functioning properly to prevent the infiltration of water and/or outside air. Avoid all windows when pressure washing to avoid damage to window seals.

## **DIVISION IX – FINISHES (Annual Inspection)**

- A. EXTERIOR STUCCO** – Check for cracks, hollow sounding stucco, water damage, and condition of paint finish. Repair damaged areas and repaint as required. At external stucco ceilings inspect for sagging, loose hangers, rust around edges and structural frame damage.
- B. DRYWALL** – Check for cracks, water damage, excessive damage due to chairs and tables rubbing the wall and graffiti; repair/replace as required.
- C. PAINTING -**
  - 1. Inspect all painted surfaces for condition and repaint as required.
  - 2. Determine condition and remaining life of exterior painted surfaces and perform repainting at appropriate time to prevent water and moisture infiltration and to maintain a good aesthetic condition.
- D. ACOUSTICAL CEILINGS** – Annually or as needed, inspect lay in ceiling tiles for water stain, excessive dirt, and physical damage. Replace tiles as needed. Locate non-standard dimension ceiling systems and schedule replacement with standard 2 x 2 lay in tile and grid system.
- E. EXTERNAL INSULATION FINISH SYSTEM**
  - 1. Annually inspect all EIFS areas for defective and/or aged finish, exposed insulation, and sealant systems. Initiate corrective measures immediately to eliminate potential water infiltration.
  - 2. General Cleaning – Annually or as needed clean all EIFS surface with a solution of warm water, household bleach and trisodium phosphate per manufacture recommendations.
  - 3. Refinishing – When needed, recoat finish in accordance with manufacture Recommendations. Refinishing may be required after 6 to 10 years of Services.

## **DIVISION X – SPECIAL USE**

### **A. SWIMMING POOL AND EQUIPMENT**

- Daily: Inspect unit for unusual noise, vibration, or leakage. Check chemical balance at least once per shift and adjust treatment as required.
- Weekly: Scrub sides and bottom of pool with brush and then vacuum the entire pool. Back flush filter systems when the differential pressure between inlet and outlet reaches 10 to 12 pounds. If service is outsourced to a sub-contractor, verify satisfactory completion of the above.
- Annually: All electrical connections from the motor disconnect or starter should be checked for tightness and indications of overheating. If the motor is large enough, Megger readings should be taken and recorded.

Drain and clean surge pit.

**B. TESTING AND CERTIFICATION**

Provide all necessary conditions in compliance with the requirement of Chapter 64E-9 of the Florida administrative Code. Correction all unsatisfactory condition after the annual inspection of Florida Department of Health.

**DIVISION XI – CONVEYING SYSTEMS (Passenger & Freight)**

All elevators and escalators are to have full and complete inspections, maintenance, adjustment and repair in accordance with State Law.

The performance of elevators shall be in full compliance with all certification requirements and regulations. All required maintenance and up-grades are to keep equipment operating safely and trouble-free in accordance with ASME- 17.1.2000, Safety Code for Elevators, associated addenda and related codes.

**DIVISION XII – MECHANICAL SYSTEM**

**A. AIR HANDLING UNITS** (verify specific procedures with equipment manufacturers recommendations)

Monthly: Inspect unit for unusual vibration, leakage and/or cleanliness. Read Magnehelic gauge and inspect filters, change if pressure drop exceeds recommended reading. Review BAS readings and graphics as well as Tracer ES information to assure proper operation. Install equipment alarms as needed.

Quarterly: 1. Inspect and clean Mechanical Rooms. Remove all non-essential equipment, parts and tools. Keep floor free of oil, water, and dust.  
2. Service units per manufacturer’s recommendations.

Semi-Annually: Inspect the unit coil and clean the fins if necessary by hosing with water or an air jet.

**B. EXHAUST FANS** – (Follow specific procedures with manufacturer’s recommendations).

**C. CHILLERS** – Follow specific procedures per manufacturer’s recommendations for maintenance. If procedures are out sourced to a sub-contractor, verify completion of items below:

- 1. Chiller – General and Air Cooled
- 2. Chiller – Centrifugal
- 3. Chiller - Rotary

4. Chiller - Scroll

- D. **COOLING TOWERS** – Follow specific procedures with manufacture’s recommendation for maintenance)
- E. **CONDENSER WATER PUMPS** – Follow specific procedures per manufacture’s recommendations for maintenance.
- F. **CHILLED WATER PUMPS** – (Follow specific procedures with manufacturer’s recommendations for maintenance)
- G. **HOT WATER BOILERS**

- 1. **BOILERS** – Follow manufactures recommendations for maintenance.

**TESTING AND CERTIFICATION:**

Maintain to compliance with Chapter 4A-51 BOILER SAFETY, 554,103 FS. Assure inspections are performed as mandated. Certificate to be posted in appropriate location(s).

- 2. **Heating Water Pumps** – Follow manufactures recommendation for maintenance.

- 3. **Condensate Return Systems** – Follow manufactures recommendation for maintenance.

- 4. **Gas Fired Furnace** - Follow manufactures recommendation for maintenance.

- 5. **Electric Heaters** - Follow manufactures recommendation for maintenance.

- 6. **Domestic Hot Water Heater** - Follow manufactures recommendation for maintenance.

H. **CONTROLS**

- 1. **Building Air Compressor** – Maintain building air compressor in accordance with manufacturer’s maintenance requirements.

Daily:           Assure that compressors are not operating when not needed.

- 2. **Control Air Compressors** - Maintain building air compressor in accordance with manufacturer’s maintenance requirements.

I. **PLUMBING**

- 1. **Restroom Equipment** – Daily visual check of all urinals, closet and lavatories for leaks, drips, slow drainage, chips and cracks and loose mounting. Check operation of all flush valves and faucets. Adjust or repair as necessary.

- 2. **Water Coolers** – Semimonthly check operation of all coolers for water pressure,



cooling, drainage and exterior damage to cabinet.

3. **Kitchen Equipment** – Semi-monthly check operation of ovens, ranges, grills, fryers, warmers, conveyors, dishwashers, freezers, and coolers. Exhaust hoods are inspected for operation and certified by an independent contractor. Sanitation of hoods is performed by an independent contractor.
4. **Piping** – Perform maintenance required by manufacturer and College Fume Hood Desktop Procedure.
5. **Laboratory Connections** – Monthly, check all faucets and drain connections for leaks.
6. **Sump Pump** – Semi-Annually, inspect sumps to assure level is being maintained by the pump. Monthly, manually start pump and check for proper operation including checking valves and piping.

#### **J. FIRE EXTINGUISHERS Covered below -**

#### **TESTING AND COORDINATION:**

Maintain in compliance with local Fire Extinguisher Code as Determined by local Fire Marshall. Provide assistances to fire alarm test contractor. All fire alarm tests and inspections shall be performed in accordance with NFPA 72 and local codes for each type of detection/ suppression system.

#### **DIVISION XIII – ELECTRICAL SYSTEMS**

**A. High Voltage System** - This system is maintained by JEA. Conduct bi-annual inspections of the transformers, switch gear and clean any debris from the vault. Is this true on all campuses? Does JEA really do this? Current PMs are annual and every five (5) years.

#### **B. Electrical Distribution**

1. Panels – Annually inspect, test, clean and tighten all panels. Check for proper breaker installation.
2. Wiring and Disconnections – Annually, visually inspect wiring in panels, junction boxes and circuit disconnects for discoloration, nicks and abrasions.

#### **D. Emergency Power**

Portable generators are available for emergency use providing power for operation of sump pumps and to make repairs if possible. The generators are serviced and ready for operation on demand. They are started and operated under load quarterly. Visually inspect generators for potential problems that may not show up during testing.

**E. Fire Alarm Systems**

Provide assistances to fire alarm contractor. All fire alarm tests and inspections shall be performed in accordance with NFPA 72 and local codes for each type of detection/suppression system.

**DIVISION XIV - HOUSEKEEPING**

**Comply with Florida Department of Education “Maintenance and Operations Administrative Guidelines for school Districts and Community Colleges. Maintain APPA Level 2, 3, or 4 cleanliness as appropriate to space use.**

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**APPENDIX A**

**RECOMMENDATION FORM**

As you use these procedures during the year you may encounter situations, procedures, activities, etc., which should be included in this booklet or which should be modified. In the space provided below please provide a description of the change you are recommending/suggesting along with an explanation of the reason for the change. This document should then be forwarded to your supervisor who will insure it flows through channels to be considered when the plan is subject to its annual evaluation.

Thank you.

DIVISION/SECTION: \_\_\_\_\_

PAGE NUMBER: \_\_\_\_\_

Description of the change you are recommending/suggesting:

Reason change is needed:

Name and Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**OPERATIONS AND MAINTENANCE PROCEDURES  
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**APPENDIX B**

**PERIODIC MAINTENANCE SCHEDULE/CHECKLIST:**

To be integrated in Computerized Maintenance Management System (CMMS)



## EMERGENCY ELEVATOR EVACUATION

Refer to the Security Desktop Procedure for Elevator Emergencies