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State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

March 8, 2005

ADMINISTRATIVE REGULATION
NUMBER 443

OPR: OPERATIONS

MAINTENANCE OPERATIONS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to provide guidelines for maintenance staff to perform predictive, preventive, and corrective maintenance.

II. POLICY

It is the policy of the ADOC to establish an institutional maintenance program to assure safe and continuous operations of the physical plants and equipment through compliance with applicable federal, state, and local building codes, laws, ordinances, and industry standards.

III. DEFINITION(S) AND ACRONYM(S)

- A. Corrective Maintenance: The process of ensuring that malfunctions in institutional equipment and components are detected and repaired as expeditiously as possible.
- B. Predictive Maintenance: A program of predetermined equipment and component replacement based upon historical data of life expectancy of said equipment.
- C. Preventive Maintenance: A written plan of predetermined, scheduled inspections, tests and services designed to prolong the useful life of institutional property and to avoid untimely breakdowns that adversely affect the operation of the institution.

IV. RESPONSIBILITIES

- A. Maintenance Supervisors shall ensure that the requirements of this administrative regulation are met in each maintenance department.
- B. Maintenance Supervisors shall submit a quarterly maintenance report to the Warden describing the number of completed work orders.
- C. Wardens shall ensure that staff complies with this administrative regulation.

- D. Wardens are responsible for developing their institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 443, Maintenance Operations.

V. **PROCEDURES**

- A. Each institution will establish a program of preventative and predictive maintenance which includes, but is not limited to:
 - 1. An inventory of all equipment and systems that identifies each item of equipment and its location.
 - 2. A schedule for regular inspections and maintenance of equipment and systems which meets the manufacturer's specifications.
 - 3. A record of all maintenance performed on equipment and systems for the life of the equipment.
- B. Each facility will establish procedures for corrective maintenance which utilizes a system of work order requests:
 - 1. Emergency repairs or replacements in life-threatening situations will be responded to immediately.
 - 2. Routine work order requests will be submitted to the maintenance department.
 - 3. Records of work orders will be maintained.
- C. Emergency equipment upkeep and testing shall follow these guidelines:
 - 1. Power generators shall be inspected weekly and load tested quarterly, at a minimum, or in accordance with manufacture's recommendations and instruction manuals.
 - 2. Other emergency equipment and systems are tested at least quarterly for effectiveness and are repaired or replaced if necessary.
- D. All staff and inmates assigned to the maintenance program will be appropriately trained to handle the duties assigned to them. This training will include safety instructions for handling all equipment.
- E. Records will be maintained at each institution relative to inspections, reports and modifications to the physical plant.

VI. **DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This being a new regulation it does not supercede any other regulation at this time.

IX. PERFORMANCE

- A. Code of AL 1975, Sections 14-1-1 and 14-1-2
- B. ACA Standards: 4-4218 and 4-4219



Donal Campbell, Commissioner

ANNEX(S):

Annex A to AR 443 – Maintenance Note to Engineers (N 168)

MAINTENANCE NOTE TO ENGINEERS

Date _____

During my rounds I have noticed the following which I feel should be brought to your attention:

Corrections Employee

1 Copy – File
N 168

Annex A to AR 443 – March 8, 2005