



STATE OF NEW MEXICO
GENERAL SERVICES DEPARTMENT
Facilities Management Division

STATE OF NEW MEXICO FACILITIES MAINTENANCE STANDARDS

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Purpose

The purpose of these standards is to outline minimum requirements for maintaining state owned facilities and infrastructures in a manner that will maximize the usefulness and cost effectiveness of these facilities. It is also a goal to gain the full useful life of facility systems owned and operated by the State of New Mexico.

It is the responsibility of the Tenant Agency, to maintain any assigned building(s) and property associated to the building, and to seek proper maintenance appropriations needed to meet these minimum standards. The Tenant Agency is responsible for all Maintenance, Operations and Repair and Preventive Maintenance programs as described herein.

The Facilities Management Division (FMD) will be responsible for funding assistance for items considered as alterations, modifications or major repairs. Systems whose useful life span have ended, due to normal operation or systems that cannot be reasonably maintained due to hidden conditions will be the responsibility of Facilities Management subject to available funding. If funding is unavailable, a Capital Project Request may be required to provide funding as needed.

Goals

- Provide Customer Agencies with a tool, to set maintenance standards for buildings under their maintenance responsibilities.
- Provide Customer Agencies a method to discuss common maintenance issues that arise on a regular basis.
- Provide a tool for Customer Agencies in order to determine proper staffing levels required for proper building maintenance.
- Promote collaboration between maintenance organizations to establish enhanced purchasing methods for materials and services.
- Promote semi-annual Maintenance Roundtable discussions between Customer Agencies to establish maintenance plans.
- Promote common automated facilities management software solutions.

Definitions

Maintenance, Operations & Repair: Those activities essential for the routine use for which a facility was designed, including preventive maintenance activities and related work that is required to preserve a facility in a condition such that it can be effectively used for its intended purpose. Examples of expenses that are included are utilities, custodial services, security, pest control, trash-recycle removal, preventive maintenance, minor repairs and related administrative costs.

Preventive Maintenance: A planned program of periodic inspections, servicing, maintenance and performance testing.

Alterations, Modifications and Improvements: Work performed to change the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designated purpose or adapted to a new use. Alterations may include work referred to as improvement, conversion, remodeling, and modernization but are not maintenance. Also included is work to replace or restore damaged, worn-out building components to a normal operating condition. Such repairs are curative, while maintenance is preventative.

Improvements: A change or addition to an existing facility, system or equipment that improves its performance or appearance.

Major Repair: work necessary to restore a facility, system or component to its intended use.

Facilities Management Standards

Purpose

The purpose of these standards is to outline the requirements for maintaining state owned facilities and infrastructures in a manner that will maximize the usefulness and cost effectiveness of these facilities in enhancing the quality of life of the New Mexico state employees, citizens, and visitors.

Non-exempt agencies shall comply and will be audited against these standards by FMD. Exempt agencies are to review their maintenance programs against these standards and to report the degree of compliance of each of their complexes to the legislature through FMD.

1.0 Documentation

1.1 Architectural and Mechanical

1.1.1 At least one copy of the Operations and Maintenance Manuals shall be maintained at the facility.

1.1.2 At least one copy of the architectural, mechanical, and electrical as built drawings shall be maintained at the facility.

1.1.3 A mechanism shall be provided where by as built drawings are promptly updated upon changes in the structural, mechanical, electrical, or plumbing systems.

1.1.4 As built drawings shall be reviewed annually to assure that they reflect the current building or infrastructure configuration to be maintained at the facility.

1.1.5 Reserve copies of all building documentation shall be archived in an appropriate and separate location from the facility.

2.0 Equipment Data Base and Tagging

2.1 An appropriate equipment numbering system shall be utilized and metal or plastic tags placed on all building equipment and electrical panels.

2.2 All equipment name plate data shall be collected, documented, and filed in a computerized data base is possible. If a computerized data base is not available, hard copy records shall be organized so that future computerization may be readily accomplished.

3.0 Corrective Maintenance

3.1 A work request system shall be defined and made available to the user of the facility/infrastructure so that minor maintenance problems can be reported and logged promptly by the maintenance department. A log of all requests shall be maintained indicating the date of the request and the date of completion.

3.2 A work order system shall be established to govern the procedures for corrective maintenance work. The work order system shall capture maintenance time, costs, nature of repair, and shall provide a basis for identifying maintenance backlog on the facility/infrastructure.

3.3 Maintenance backlogs on the facility/infrastructure shall be regularly reviewed and older requests processed so that no request goes unheeded and all requests are acted upon in a timely manner.

3.4 A priority system for corrective maintenance shall be established so that maintenance work is accomplished in an orderly and systematic manner. The facility user shall be made aware of the priority of requested maintenance and the time expected to accomplish the correction. If the stated goal cannot be met, the user shall be informed of the new goal for completing the request.

4.0 Preventive Maintenance

4.1 State facilities managers shall move toward automating preventative maintenance scheduling and equipment data bases.

4.2 All major or critical equipment (e.g. chillers, boilers, air handlers and associated controls, air compressors, etc.) shall be on a preventive maintenance schedule, preferable computer based. The frequency of preventive maintenance procedures shall be

determined by manufacturer's recommendations and local craft expertise and site specific conditions.

4.3 All minor or non-critical equipment (e.g. restroom exhaust fans, domestic hot water circulating pumps, automatic door operators, temperature control devices, etc.) shall be lubricated, cleaned and checked for proper operating condition at least annually.

4.4 A filter maintenance schedule shall be established for HVAC filters and a record of filter changes maintained.

4.5 Preventive maintenance work orders shall be issued for both contract and in house preventive maintenance and the completion of the prescribed maintenance requirements documented.

4.6 Emergency generators shall be test run at least monthly. If test runs are not automatic, records of these test runs shall be maintained at the site. At least yearly, the transfer from outside power to emergency power to emergency power shall be scheduled and successfully performed.

4.7 Lubrication and service schedules shall be established for vehicles, boats, equipment, and machinery based on mileage, hours of usage, or service intervals.

5.0 Boilers

5.1 Steam Boilers

5.1.1 Steam boilers shall be checked daily when operational.

5.1.2 Low water cut off devices shall be checked for actual boiler shut down at the beginning of the heating season and at least quarterly thereafter by duplicating an actual low-water condition.

5.1.3 Boiler relief valves shall be tested at least annually by raising the boiler pressure to the specified relief valve setting.

5.1.4 A record of these tests shall be maintained near the location of the boiler.

5.1.5 A daily log of the operating parameters shall be maintained on boilers when they are operational to include pressures, temperatures, water levels, condition of makeup and boiler feed water, and name of individual checking parameters.

5.2 Hot Water and Steam Boilers

5.2.1 All boilers shall receive inspections and certification as required from an authorized state agent or insurance inspector. The certificate of compliance shall be maintained at the boiler.

5.2.2 Backflow prevention devices shall be inspected and tested annually by a certified technician.

5.2.3 Regular test of boiler water pH and Total Dissolved Solids constitute the basis upon which to add water treatment chemicals. A log of these tests shall be maintained in the boiler room.

6.0 Life Safety

6.1 All elevators shall receive regular inspections and maintenance by certified elevator maintenance contractors. Records of such maintenance shall be maintained at the site. Telephones within elevators shall be checked monthly for proper operation.

6.2 Fire Protection Equipment

6.2.1 Detection and notification systems (e.g. control panel, smoke detection sensing devices, strobe alarm lights, audible alarm indicating devices, phone line communication module, etc.) shall be inspected annually and tested for operation at least

6.2.2 Halon or pre-action systems shall be inspected and tested by a certified inspector annually to assure their readiness in the event of a fire. Testing and inspection of these systems shall be documented.

6.2.3 Fire extinguishers shall be inspected and tagged annually by a certified inspector.

6.3 Uninterruptible power supply systems for data processing centers shall be inspected and testes appropriately to assure their readiness in the event of external power interruptions. Maintenance on these systems shall be documented.

6.4 Emergency directional and exit devices (e.g. exit signs, emergency lights, ADA assist equipment, alarm communicators, etc.) shall be inspected at least annually for proper operation.

7.0 Air Conditioning and Refrigerated Equipment

7.1 Chillers

7.1.1 A daily log of important data (e.g. chilled water supply and return temperature, condenser water supply and return temperature, current draw, outside air temperature, oil level and pressure, etc.) should be kept, and the information trended to identify changes in the system operation; the causes should then be determined and corrected to prevent possible system damage.

7.1.2 The systems shall be leak checked on a quarterly basis during the operating season and once during the winter.

7.1.3 A factory trained technician should perform a service inspection annually to include an oil analysis. Any abnormal results should be discussed with chiller manufacturer to determine a proper course of action.

7.1.4 Chillers shall not be permitted to leak in excess of 15% of their total charge annually. Losses exceeding this amount are in violation of the law and may result in costly fines.

7.1.4.1 Should refrigerant need to be added to a system, the amount of refrigerant added should be carefully documented and record the cause of the loss and type of work done to repair it.

7.1.5 An adequate supply of refrigerant for the uninterrupted operation of existing CFC chillers shall be maintained until the chiller is converted or replaced. Examples of CFCs are R11, R12, R113, R502, etc. This supply shall be maintained by a combination of careful containment and stockpiling.

7.1.6 Maintenance personnel who perform work other than daily logs and visual inspections on CFC chillers or refrigeration equipment containing CFCs or HCFCs must by law have an EPA certification matching the type of equipment being worked on.

7.1.7 The condition of refrigerant cooling water systems such as cooling towers shall be checked visually at least weekly for algae growth and scaling and appropriate treatment administered.

7.2 Roof Top and Package Units

7.2.1 Annually check and clean as needed the condenser coil and evaporator coil.

7.2.2 The following preventive maintenance items should be completed annually: tighten belts, oil motors, leak check, clean evaporator pans and drains.

7.2.3 Quarterly check filters and replace where necessary.

7.3 Small Refrigerated Equipment

7.3.1 Quarterly clean condenser coil.

7.3.2 Annually oil the condenser fan motor and visually inspect the equipment and make necessary repairs as needed.

8.0 Plumbing

8.1 All Backflow Prevention Devices shall be tested by a certified technician at least annually and proper documentation shall be filed with the appropriate agency.

8.2 Every water supply to a urinal shall be protected by an approved type vacuum breaker or other approved backflow prevention device.

8.3 Cross-connection control shall be provided on any water operated equipment or mechanism using water treating chemicals or substances that may cause pollution or contamination of domestic water supply.

8.4 Any water system containing storage water heating equipment shall be provided with an approved, listed, adequately sized combination pressure and temperature relief valve.

9.0 Electrical Systems

9.1 All electrical panels shall have a thermos-scan test performed on all components to identify hot spots or abnormal temperatures. The results of the test shall be documented.

9.2 A clearance of three feet shall be maintained around all electrical panels and electrical rooms shall not be used for general storage.

9.3 Every electrical panel shall be properly labeled identifying the following: panel identifier, area being serviced by each individual breaker, equipment being serviced by each breaker or disconnect.

9.4 All pull boxes, junction boxes, electrical termination boxes shall have proper covers in place and panels accessible to persons other than maintenance personnel shall remain locked to guard against vandalism or personal injury.

9.5 Only qualified electrical personnel shall be permitted to work on electrical equipment.

10.0 Facility Inspections

10.1 The facility shall receive a detailed and comprehensive maintenance audit at least annually. The audit shall include HVAC filter condition, mechanical room, cleanliness and condition, corrective and preventive maintenance programs, facility condition, ADA compliance, level of performance of the janitorial service and condition of the grounds.

10.2 A copy of the above audit shall be maintained at the facility.

10.3 Each year a Facility Risk Management Inspection shall be conducted, documented, and filed with the Risk Management Section of the Department Administrative Services.

10.4 Actions necessary to bring the facility into compliance with Risk Management Standards shall be completed within two months following the above Risk Management Inspection for routine maintenance items. Items requiring capital expenditures shall be budgeted and accomplished as funds can be obtained.

10.5 Every five years the facility shall be inspected and evaluated by qualified in-house personnel to determine the structural and infra structural maintenance and preventative maintenance needs.

10.5.1 The structural inspection and evaluation shall include interior and exterior painting, foundations, walls, carpeting, windows, roofs, doors, ADA and OSHA compliance, brick work, landscaping, sidewalks, structural integrity, and exterior surface cleanliness.

10.5.2 The mechanical and electrical evaluation shall include the HVAC systems, plumbing systems, security, fire prevention and warning systems, and electrical distribution systems.

10.6 The above inspection shall be documented and shall serve as a basis for budgeting for needed capital improvements.

10.7 Intrusion alarm systems that communicate via phone line shall be tested annually to assure proper operation.

10.8 Periodic inspections of facilities shall be requested of local fire departments and the identified deficiencies promptly corrected. Qualified fire alarm and suppression system contractors shall perform quarterly testing and inspection of life safety systems. These inspections and corrections shall be documented and kept on file at the facility.

11.0 Indoor Air Quality and Energy Management

11.1 Indoor air quality shall be maintained within pertinent ASHRAE, OSHA, and State of New Mexico guidelines.

11.2 All utility costs (gas, electric, water, etc.) should be made available at the facility and monitored so that energy usage can be accurately determined and optimized.

11.3 Based on the ongoing analysis of energy usage, appropriate energy conservation measures shall be budgeted for, implemented, and the resulting energy savings documented.

12.0 The following documents shall be on hand at the facility (where applicable) in an up-to-date condition:

12.1 A Hazardous Material Management Plan

12.2 An Asbestos Control and Management Plan

12.3 A Laboratory Hygiene Plan

12.4 A Lockout/Tagout Procedure for Performing Maintenance on Building Equipment

12.5 A Blood Born Pathogen Program

12.6 An Emergency Management Plan to include emergency evacuation and disaster recovery.

12.7 A Respirator Program