

MAINTENANCE PROGRAM

Program Element

[R2-10-207\(6\)](#)

Each agency shall develop and implement “a maintenance program for state-owned vehicles, equipment, and grounds under the control of that agency.”

The goal of an equipment maintenance program is to decrease the amount of unscheduled equipment maintenance and breakdowns by increasing scheduled or preventative equipment maintenance.

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| Definition | A maintenance program details expectations and schedules for performing maintenance activities. |
| Why do I need this program? | The lack of a maintenance program results in increased repair costs, repair complexity, and decreased productivity or down time. Preventive maintenance programs for state-owned vehicles, equipment, and grounds must be developed at the agency level to ensure these are maintained and free of recognized hazards to prevent equipment and employee accidents. |
| How do I know if this program applies to my agency and my specific job hazards? | The primary source for preventive maintenance is OSHA regulations Title 29 of the Code of Federal Regulations, sections 1910 through 1910.1450. Preventive-maintenance standards are found throughout the regulations, some of which generally apply to workplaces and others that are industry specific. For example, section 1910.22(a)(2) requires "each workroom" to be "maintained in a clean and, to the extent feasible, in a dry condition." |
| What are the minimum required elements and/ or best practices for a Maintenance Program? | <p>To ensure that neither equipment nor facility is allowed to go to the breaking point, apply these evaluation and application methods:</p> <ul style="list-style-type: none">● Non-destructive testing● Periodic inspection● Preplanned maintenance activities● Maintenance to correct deficiencies found through testing or inspections <p>Program components include painting, lubrication, cleaning, adjusting, and minor component replacement to extend the life of vehicles, equipment, and facilities.</p> |

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| | <p>Perform a job hazard assessment to identify the need for and type of personal protective equipment (PPE), if applicable.</p> |
| <p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p> | <p>A maintenance program will require a written schedule of routine inspection, adjustment, cleaning, lubrication, and testing of:</p> <ul style="list-style-type: none"> ● State-owned vehicles, including boats, manlifts, Powered Industrial Trucks (PITs) (e.g. forklifts, motorized pallet jacks), tractors, OHVs, and any other State-owned equipment ● Fire protection equipment - fixed and portable ● Life safety components ● Security and emergency alarms ● Motorized equipment ● Boilers ● Machinery ● Elevators ● Exhaust fans or hoods ● HVAC ● Hoyers, Person-lifting equipment ● Scientific testing instruments ● Power tools |
| <p>Are there specific requirements for documenting the program, training, etc...?</p> | <p>Documentation requirements often vary in accordance to the specific standards, policies, and work practices. Ensure that you are using the correct forms as identified by these requirements.</p> <p>All formal and informal training should be documented and include the following:</p> <ul style="list-style-type: none"> ● The topic of training conducted ● Date and location of training ● Instructor name and qualifications ● Length of course or training presentation ● Topics covered in the training or presentation ● Participant(s) name and job title ● Signature of the participant (sign in-sheet) <p>All training should be documented either in paper format, electronic means, or via the State's Employee Learning Portal.</p> |

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| | <p>Program documents, training materials, and attendance rosters should be maintained in accordance with the AZ Library, Archives and Public Records general retention schedules.</p> |
| <p>Are there any resources available that can assist me in putting together a Maintenance Program?</p> | <p>State Risk Management has Loss Prevention Consultants available to assist managers and supervisors in identifying potential hazards and guide agencies on the establishment of program elements.</p> <p>For assistance, contact State Risk Management Loss Prevention at rmdlossprevention@azdoa.gov.</p> <p><u>Additional Resources</u></p> <ul style="list-style-type: none"> ● A.R.S. 41-793 Building systems; capital improvement plans ● ADOA Building System & Capital Improvement Plan Department of Administration ● Arizona Governor's Office of Strategic Planning and Budgeting (OSPB) ● 1910 Occupational Safety and Health Administration |