

Chapter: Safety and Emergency Procedures
Subject: Facility Maintenance
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ODJFS Rule:
COA Standard: PA-ASE 4
Review/Revised: 10/14/20

Preventative Maintenance Program

To provide for emergency repairs, replacement of equipment and general upkeep, there is a written plan for preventative and on-going maintenance of the physical plant.

Maintenance and Custodial Responsibility

The Department of Facilities Management of Montgomery County is responsible for the maintenance of NRTC. The Facilities Management department monitors daily the HVAC system remotely. NRTC has on site daily, or as needed, a Senior Facility Maintenance Technician who is responsible for the maintenance request and ongoing review of facility operations. Additionally, NRTC has a Facility Support position that is responsible for all custodial duties.

Scheduling and Maintenance of the Physical Plant

The Operations Manager is responsible for the inventory and performance of all items of work and preventative maintenance. The Operations Manager prioritizes all requests for maintenance and communicates such to NRTC assigned Senior Facility Maintenance Technician. To ensure that NRTC functions properly, a monthly review of the facilities operations is conducted for building systems, equipment, lighting, fire safety and fire extinguisher. This review is logged and kept with the Senior Facility Maintenance Technician.

Procedure for Requesting Maintenance:

NRTC staff will communicate in person or email building issues or needs as they arise. The Operations Manager communicates daily in person, by phone, or email with the Senior Facility Maintenance Technician regarding ongoing or new maintenance needs.

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In the event that a maintenance problem is considered to be life threatening, it is to be brought to the immediate attention of emergency personnel as needed and the Building Maintenance Supervisor II.

Safety Hazards

NRTC has a quick response procedure for emergency maintenance issues and potentially hazardous conditions. Staff are to report emergency issues to the Operations Manager immediately who will contact the Building Maintenance Supervisor or a designee as required. Staff are to report any of the following safety hazards immediately:

Obstructed aisles, doorways, emergency exits

Broken lights and exit signs

Faulty electrical outlets

Overloaded electrical outlets

Frayed electrical cords

Stacks of paper and empty boxes/trash