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OPERATIONS AND MAINTENANCE OF PHYSICAL FACILITIES PLAN | STANDARD 6

## **Last Evaluation**

1/8/2024

## **Executive Staff Approval**

2/5/2024

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### **1. Plan Purpose**

This plan outlines Mountainland Technical College's (MTECH's) routines for promoting clean, safe facilities for the benefit of students, employees, and guests.

### **2. Definitions**

**Operation and Maintenance** - Day-to-day services required to operate the college's buildings and grounds.

### **3. Plan Statement**

MTECH buildings are centers of learning, where clean, uncluttered spaces promote student education and safety. Operation, cleaning, and maintaining facilities must be carried out in accordance with scheduled cleaning and maintenance activities.

### **4. Plan Objectives**

The Facilities Department at MTECH has defined the following objectives:

#### 4.1. 2023 Objectives

- 4.1.1. Provide functional facilities that (a) meet the College's requirements; (b) have an environmentally acceptable atmosphere for students, faculty, and staff; and (c) ensure the health and safety of all personnel.
- 4.1.2. Identify potential problems early within the context of the planned maintenance system so that corrective action may be planned, included in the budget cycle, and completed in a timely manner.
- 4.1.3. Establish and maintain a deferred maintenance program.

- 4.1.4. Follow an orderly program so that administrative costs are minimized, and the workload for personnel is maintained at a relatively constant level.
- 4.1.5. Conserve energy and resources by ensuring maximum operating efficiency of energy-consuming equipment and systems.
- 4.1.6. Maintain credible relations with users by providing well-maintained facilities and information on planned maintenance activities.
- 4.1.7. Identify and implement possible improvements that will reduce costs, improve service, and result in more efficient operation.
- 4.1.8. Establish data collection systems that create supervisory and management control reports with uniform reporting formats and achieve continual feedback of information among departments through communications and manuals.
- 4.1.9. Institute systems for reporting historical data and operating statistics and maintaining trend lines and indices of operating effectiveness.

#### 4.2. 2024 Objectives

- 4.2.1. Providing training on and implementing a new computerized maintenance management system (CMMS) by the end of January 2024.
- 4.2.2. Facilitating the continual optimization for energy efficiency through strategic partnerships with Cenergistic and other state resources as part of the energy management program.

### **5. Scope of Services**

The expectation is that each campus will operate and maintain its facilities in an efficient, timely, and economic manner.

### **6. Major Activities**

Major Activities of the Facilities Department at each campus include:

- 6.1. Daily janitorial services
- 6.2. Weekly and monthly deep cleaning
- 6.3. Carpet and floor maintenance
- 6.4. Exterior landscaping, sidewalk, and lot maintenance
- 6.5. Installation of fixed or capital equipment
- 6.6. Repair and maintenance of facilities equipment
- 6.7. Repair and maintenance of buildings

## **7. Budgetary Resources**

- 7.1. MTECH receives an operations and maintenance funding appropriation through the State of Utah Legislature.
- 7.2. Funding for annual operations and maintenance of all physical facilities is included in the annual operations budget and is provided for each campus.
- 7.3. Equipment and supplies for campus upkeep are included in the annual operations budget and are provided at each campus.
- 7.4. Departmental and programmatic requests are heard annually and all budget approvals are made by the College President and Vice Presidents.

## **8. Evaluations of the Plan**

- 8.1. An evaluation of the Operations and Maintenance of Physical Facilities Plan is completed each year by gathering input from faculty, staff and administration at Mountainland Technical College through the Annual Survey.
- 8.2. The plan is reviewed by the Executive Staff and updated or revised according to changes or updates.
- 8.3. The plan is available to all students and employees, as well as the general public, on the College website (mtec.edu).

## **9. Stakeholders**

- 9.1. Main stakeholders are the students, faculty, staff and administration of the College.
- 9.2. Other stakeholders include guests and visitors from local industry, schools, and the general public as well as the State of Utah.

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## **10. Adequacy and Improvement of Physical Facilities**

- 10.1. MTECH regularly reviews the adequacy of physical facilities at each campus location. The need for improvements is assessed and provisions are provided for annual and future planning.
  - 10.1.1. Information is obtained annually from various entities regarding area demographics, expected workforce needs, growth patterns, etc.
  - 10.1.2. Annual input regarding Physical Facilities is obtained at all levels of the College. Faculty and staff, along with Occupational Advisory Committee Members, Program Coordinators, Program Directors

and Associate Vice Presidents give input and make requests for space and technical improvements.

- 10.1.3. Planning of future physical facilities is directed by the College President in collaboration with the MTECH Board of Trustees. Executive Staff, faculty and support staff participate in annual strategic planning.
- 10.1.4. The MTECH Board of Trustees' Strategic Planning Committee meets at least annually to discuss facility and physical resource needs. Approved projects go to the board. Facilities requests go to the Commissioner of Higher Education for approval before going through the legislative process.
- 10.1.5. Immediate needs are addressed by the MTECH Space Committee, which meets regularly to discuss college facility issues. Facility needs can be taken care of at this meeting or with the Vice-Presidents in an emergency.
  - 10.1.5.1. The Space Committee includes the College President, Vice Presidents, and the Associate Vice President of Facilities.
  - 10.1.5.2. The Committee discusses any suggestions, plans, requests, or concerns regarding facilities.
  - 10.1.5.3. Immediate improvements are approved where feasible. Needs requiring substantial resources are taken to the MTECH Board of Trustees.

## **11. Facility Operations and Maintenance Personnel**

- 11.1. The Vice President of Administrative Services oversees the Facilities Department at MTECH. The Associate Vice President of Facilities manages the department on a daily basis and is responsible for meeting all standards of the Operation and Maintenance of Physical Facilities Plan.
- 11.2. This is accomplished with the following staff: Associate Director of General Maintenance Operations, Associate Director of Physical Plant Operations, Security Manager, Security Guards, Facility Managers, General Maintenance Specialists, Maintenance Technicians, Custodians, Facilities Specialist, and the Facilities Administrative Assistant.
- 11.3. MTECH employs Maintenance Technicians in specialized fields such as electrical, plumbing, HVAC, building controls and general maintenance to maintain equipment, perform repairs, and make upgrades, as needed, at each campus.

## **12. Non-Instructional Equipment and Supplies**

- 12.1. The Executive Staff of MTECH meets weekly to make decisions regarding on-going or changing needs at all the campuses.
- 12.2. Emergency needs are handled through the Associate Vice President of Facilities or Technology, or Vice President of Administrative Services, depending on the resource level required.

### **13. Compliance with Relevant Utah State Law, Federal Codes and Procedures**

- 13.1. The Division of Facilities Construction and Management (DFCM) is the building manager for all State-owned facilities and is responsible for:
  - 13.1.1. All aspects of construction and maintenance of State buildings
  - 13.1.2. Assisting the Utah State Building Board in developing its recommendations for Capital Development projects and allocating Capital Improvement funds
  - 13.1.3. Controlling the allocation of state-owned space
  - 13.1.4. Overseeing the maintenance of buildings owned by the State of Utah, which includes all MTECH campuses
  - 13.1.5. See Appendix A for *Utah State Division of Facilities Management-Facilities Maintenance Standards*
- 13.2. MTECH receives regular inspections by Utah State Risk Management to ensure workplace safety and health of employees, vehicles, buildings and campuses statewide. Risk Management also assesses accessibility of buildings for Americans with Disabilities compliance.
  - 13.2.1. Risk Management Program details can be found in Appendix A
- 13.3. MTECH complies with the Utah State Administrative Code relating to State Fire codes, parking rules, building use, non-compete rules, etc.
- 13.4. As required by Utah State Administrative Code, MTECH complies with the following Federal Codes and Procedure:
  - 13.4.1. International Building Code
  - 13.4.2. International Code Council
  - 13.4.3. International Fire Code
  - 13.4.4. International Fuel Gas Code
  - 13.4.5. International Mechanical Code
  - 13.4.6. International Plumbing Code
  - 13.4.7. Life Safety Code
  - 13.4.8. National Electric Code
  - 13.4.9. National Fire Protection Association
  - 13.4.10. State Fire Marshal

## 14. Operations

The College's expectation is that the campuses will operate its facilities in the most efficient manner to provide timely, effective, and economical plan operation in support of the College's mission.

### 14.1. Custodial Services

Custodial services are provided through the College's custodial staff. Each employee has been selected according to specific custodial qualifications, experience, and ability to provide services to the many people at MTECH.

14.1.1. Facility Managers oversee the performance of the custodial staff and are responsible to ensure the quality of services.

14.1.2. The management teams and employees they oversee convene on a regular basis to assess performance and correct any noted deficiencies. Custodial service schedules are defined and can be found in the custodial closets.

### 14.2. Grounds and Landscaping

Grounds and landscaping services are provided through the Grounds Maintenance staff. The staff members are selected based upon qualification, experience, and the ability to provide services.

14.2.1. The Associate Director of Physical Plant Operations and Grounds Manager oversee the performance of the Grounds Maintenance staff and are responsible to ensure the quality of services.

14.2.2. The Facilities Department maintains an electronic access control system that allows facility access during normal business hours. Normal business hours are as follows:

Monday through Friday: 7:30am - 10:00pm

Saturday: 7:30am - 3:00pm

Sunday: Closed

14.2.3. After-hours access is available via an electronic access card or via key access. Access cards and keys are provided upon request for active Faculty and Staff members. Requests are made through the Technology Department's Helpdesk. Card readers are located at

each primary facility entrance at the Lehi, Orem, Wasatch West, Provo, and Spanish Fork campuses.

#### 14.3. Utility Services

Utility services are provided through the local municipalities, Rocky Mountain Power and Dominion Energy.

#### 14.4. Events and Rental

MTECH's facilities are available for rental on a limited basis to non-College affiliated organizations that generally support the mission of the College. That mission is to enhance the employability of individuals through market-driven career and technical education.

- 14.4.1. The College reserves the right to deny rental availability for any event that does not clearly support the mission of the College.
- 14.4.2. Eligibility is determined by the Space Committee, and reservations are coordinated by the Assistant to the President.
- 14.4.3. MTECH facilities rental to external organizations will be considered only during times when the requested events are not in conflict with College events.
- 14.4.4. The following locations at the MTECH campuses are available for rental to eligible applicants:

- Lehi Rotunda
- Classrooms
- Courtyard

#### 14.5. Emergency Operations Plan

The MTECH Emergency Operations Plan (EOP) contains general guidelines and instructions for emergencies. This plan details who to contact and what to do in emergency situations, with subjects such as biological waste, suspicious packaging, fire, earthquake, and bomb/telephone threats.

#### 14.6. Computerized Maintenance Management System (CMMS)

The Facilities Department utilizes the web-based software Flowpath CMMS. The CMMS is designed to help track and manage work order or service order requests submitted by campus constituents. The CMMS also automates preventive maintenance scheduling and equipment databases.

The work order system is accessed via MTECH's website home page and provides constituents with a user-friendly sequence to describe the location, nature of the problem, requested date for correction, and priority for action.

#### 14.7. Recycling Program

MTECH has an active recycling program and currently recycles the following items:

- Mixed paper (office paper, newspaper, magazines, cardboard)
- Aluminum cans
- Glass and plastics

#### 14.8. Space Impact Process

MTECH has developed a process for various departments to request authorization to proceed with modification to College space. Typically, this process is used for:

- Renovating/remodeling space (excludes routine maintenance)
- Adding temporary space
- Locating aesthetic items (e.g. pictures, trees, banners, etc.)

The Facilities Department coordinates this process; however, it is not the authorizer for the final approval/disapproval. A request is made by the various departments using the Facilities Order Request Form (FORF) to initiate this process, and all space changes are approved by the MTECH Space Committee.

### **15. Maintenance**

Facilities maintenance is the normally funded ongoing program for the upkeep and preservation of buildings, equipment, roads, grounds, and utilities required to maintain a facility in a condition adequate to support the College's mission. Maintenance in this program includes the planned, preventive, and emergency/unplanned or reactive maintenance required to provide a safe, healthy, and secure environment. The College defers certain maintenance work due to budget constraints. This maintenance work constitutes a deferred maintenance backlog.



#### 15.1. Planned Maintenance

Planned maintenance is provided through an outsourced vendor contract. Outsourced vendors are selected for multi-year contracts based upon qualifications, experience, and the ability to provide services, appropriate staffing levels, and overall value to MTECH. The Facilities Department oversees the performance of the outsourced vendors and is responsible to ensure the quality of services and compliance with the vendor contract. Planned maintenance schedules are defined and are found in the CMMS calendar.

MTECH currently maintains a number of contracts for services that include elevator maintenance, pest control, HVAC maintenance, fire sprinkler maintenance, floor mat service, and emergency generator maintenance. These vendors are selected for single-year contracts based upon qualifications, experience, and the ability to provide services, appropriate staffing levels, and overall value to MTECH. The Associate Director of Plant Operations and the Associate Director of General Maintenance oversee the performance of the outsourced vendors and are responsible to ensure the quality of services and compliance with the vendor contracts.

#### 15.2. Preventative Maintenance

Preventative maintenance is provided and carried out by the Facilities Maintenance Technicians. The Facilities Maintenance Technician staff consists of technicians that specialize in plumbing, HVAC, building controls and electrical.

#### 15.3. Emergency/Unplanned Maintenance

Emergency/unplanned maintenance is performed by MTECH's Maintenance Technicians or by third party maintenance providers when the service required exceeds the capability or time availability of MTECH's in-house staff.

The Facilities and Technology Departments utilize a web-based "Maintenance Portal system" administered by MTECH's Technology Department, which tracks and manages the emergency and unplanned maintenance and repair requests submitted by the campus constituents.

#### 15.4. Deferred Maintenance

Deferred maintenance functions of limited scope are provided through outsourced vendor contracts, with oversight by the Facilities Department. Deferred maintenance functions that involve an expanded scope of work or more specialized requirements (i.e. roof replacement, moisture intrusion remediation, upgrades to, or replacement of critical building systems, etc.) are typically designated as a capital construction projects and are implemented through contracts with professional design and construction consultants in accordance with the policies and procedures described previously for construction projects.

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## **Appendix A - Facilities Maintenance Standards (DFCM-Revised 6-5-2023)**

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### **PURPOSE**

The purpose of these standards is to outline the minimum 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 Utah state employees, citizens, and visitors. Additional work may be required to satisfy code or judicial requirements.

All agencies and institutions shall comply and will be audited against these standards by the Division of Facilities Construction and Management (DFCM). 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 DFCM.

### **1. Documentation and Reporting**

#### 1.1. Architectural and Mechanical

- 1.1.1. At least one copy of the operations and maintenance (O&M) manuals shall be maintained at the facility or complex. This can be maintained as a paper or electronic copy.
- 1.1.2. At least one copy of the architectural, mechanical, and electrical as-built drawings shall be maintained at the facility or complex. This can be maintained as a paper or electronic copy
- 1.1.3. When a facility is renovated such that code approval is required to complete the work, then as-builts and O&M manuals need to be

provided to the agency's facility management team in relation to the renovation.

- 1.1.4. Reserve copies of all building documentation shall be archived in an appropriate and separate location from the facility. This can be an electronic archive.
- 1.2. The agency and institution shall report to DFCM the current and accurate O&M costs tracked to the individual building level for any facility measuring 3,000 GSF or greater. Locations consisting of multiple facilities that individually do not meet the minimum GSF requirement shall be required to report O&M costs at the campus/ complex level. Individual building O&M costs shall be reported between October 1 and December 31, of each year.
  - 1.2.1. All O&M expenditure reports for both direct and indirect cost shall contain current and accurate costs including but not limited to: utilities (electrical, gas/fuel, and water/steam, high temp water, chilled water and sewer), labor, materials, custodial, landscape, and grounds services, insurance, travel, leasing and rent.
- 1.3. All buildings that receive state funding are required to have a Facility Condition Assessment (FCA) completed in no longer than a five-year rotation. DFCM manages this program for all State Facilities with the exception of Higher Education Facilities who have identified that they will manage this program internally for their institutions. If this is a self-managed (non-DFCM-managed) program for a Higher Education institution, the FCA data shall be reported to DFCM in September of each year.
  - 1.3.1. In addition to the DFCM audit of the FCA data for each facility, DFCM shall also conduct physical audits of the facilities. The checklist which will be used for the physical audits is Appendix B of this standard.
    - 1.3.1.1. For those facilities for which DFCM manages the FCA data, physical audits of each building will occur on an annual basis.
    - 1.3.1.2. For those Higher Education Facilities that are self-managing their FCAs, DFCM will physically audit facilities on a random basis every year. Each building will not be physically audited each year. If, through the process of auditing the FCA data, DFCM identifies an anomaly, that building will be physically audited within 12 months.

## **2. Equipment Database and Tagging**

- 2.1. An appropriate equipment numbering system that allows for the unique identification of each individual piece of equipment shall be utilized and metal, plastic tags or labels placed on all building equipment and electrical panels. If an agency does not have a functional equipment naming protocol they should use the one identified in the DFCM's High Performance Building Standard.
- 2.2. All equipment nameplate data shall be collected, documented, and filed in a computerized data base/computerized maintenance management system (CMMS).

### **3. Computerized Maintenance Management Systems (CMMS)**

- 3.1. Corrective Maintenance
  - 3.1.1. Corrective or reactive maintenance problems shall be reported to and logged promptly by the maintenance department. The CMMS which shall create a digital record of the requests.
  - 3.1.2. The CMMS system shall capture the following information in regards to maintenance requests and shall be able to create reports that clearly display this information by work order, by asset, or by property/building, by technician and where appropriate by campus.
    - 3.1.2.1. Date of request
    - 3.1.2.2. Category of repair: mechanical, plumbing, electrical, fire life safety, security, etc. This is not an inclusive list; each facilities team should create categories for their needs. Some agencies may also want sub-categories layered below the main categories.
    - 3.1.2.3. Priority of request: as an example, an emergency (fire/flood/major security issue), some time that day, within three days, within a week, as time allows. This is an example of a priority system and each facilities team should work within their CMMS to create a clear prioritization structure
    - 3.1.2.4. Description of the work being requested. Each agency should determine what pertinent information needs to be gathered at the initial request to support an efficient work process for the facilities team.
    - 3.1.2.5. The shop and/or technician to which the work is assigned. The assignment of technician may happen after the shop

assignment at the initial request, but the information should be captured in the CMMS.

3.1.2.6. The cost of the work once completed, including the time the technician spent on the work order.

3.1.2.7. The date the work was completed.

3.1.2.8. All notes added to the work as it moved through to completion.

3.1.3. Maintenance backlogs on the facility/infrastructure shall be tracked on a 30 day, 60 day, 90 day and older basis. Work orders older than 30 days will require a note or description as to why it is not complete, such as waiting for materials. It is at the discretion of the facilities team how much detail is required to be added, but there should be enough information on why the work is being delayed.

3.1.4. A priority system, as noted in 3.1.2.3, for corrective maintenance shall be established so that maintenance work is accomplished in a way that maximizes resources and minimizes wear or damage to the assets, and minimizes disruption to the building users.

## 3.2. Preventive Maintenance

3.2.1. State facilities managers shall automate preventive maintenance scheduling and equipment databases. The CMMS shall be the tool to automate preventive maintenance. The specific maintenance items required in this standard and defined on the Physical Facility Audit checklist (Appendix B) shall be recorded as PMs. This will be the documentation of work completed at physical audits.

3.2.2. All equipment (e.g. chillers, boilers, air handlers and associated controls, air compressors, restroom exhaust fans, domestic hot water circulating pumps, automatic door operators, temperature control devices, etc.) shall be on a computer based preventive maintenance schedule. The frequency of preventive maintenance procedures shall be determined by manufacturer's recommendations and local craft expertise and site-specific conditions, to include the specific maintenance items required in this standard and defined on the Physical Facility Audit Checklist (Appendix B).

3.3. Maintenance work completed by contractors needs to be recorded, either through the CMMS with a work order creation, or through a contracting

process that can be reviewed by the building auditor if requested. Invoices may be requested.

#### **4. Life Safety**

4.1. Elevators. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

4.1.1. Regular inspections and maintenance logs from service contracts

4.1.2. Telephones within elevators shall be checked monthly or monitored externally for proper operation.

4.1.3. Permit to Operate

4.2. Fire Protection Equipment

4.2.1. Fire protection equipment has to comply with State Fire Code and R7-10 Rules.

4.2.2. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

4.2.2.1. Detection and notification systems

4.2.2.2. Halon/Ansul or pre-action systems

4.2.2.3. Fire extinguishers

4.2.2.4. Automatic fire sprinkler systems, standpipes and fire pumps

4.2.2.5. Kitchen hoods

4.2.2.6. Uninterruptible power supply systems

4.2.2.7. Emergency directional and exit devices

#### **5. Mechanical, Electrical and Plumbing**

5.1. Hot Water and Steam Boilers

5.1.1. Steam Boilers. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

5.1.1.1. Daily operations

5.1.1.2. Low water cut off devices

5.1.1.3. Boiler relief valves

- 5.1.1.4. Inspections and certifications
- 5.1.1.5. Water treatment programs

## 5.2. Chillers

5.2.1. Chillers. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

- 5.2.1.1. Daily operations
- 5.2.1.2. Leak checks
- 5.2.1.3. Annual service inspection
- 5.2.1.4. Refrigerant
- 5.2.1.5. Cooling towers

## 5.3. Roof Top, Package Units, Air Handling Units

5.3.1. RTUs, Package Units, AHU. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

- 5.3.1.1. Annual PMs
- 5.3.1.2. Filter maintenance

## 5.4. Small Refrigerated Equipment

5.4.1. Small refrigerated equipment. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items

- 5.4.1.1. Condenser coil
- 5.4.1.2. General equipment

## 5.5. Other Plumbing

5.5.1. OTH Plumbing. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance for the following items.

- 5.5.1.1. Backflow preventers
- 5.5.1.2. Cross-connection controls
- 5.5.1.3. Water system containing storage water heating equipment

5.5.1.4. Pressure vessels, including but not limited to air compressors, heat exchangers, expansion tanks.

## 5.6. Electrical Systems

5.6.1. All electrical systems and equipment must comply with the National Electrical Code (NEC). See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance.

5.6.1.1. Emergency generators

5.6.1.2. Electrical panels

5.6.1.3. Electrical rooms

5.6.1.4. Pull boxes, junction boxes, electrical termination boxes

5.6.1.5. Breakers and disconnects

5.6.1.6. Arc Flash analysis as applicable for project work

## 6. Indoor Air Quality and Energy Management

6.1. Indoor Air Quality. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance.

6.2. Energy Management. See Appendix B - Physical Facility Audit Checklist for specific documentation requirements for compliance.

6.2.1. Utility metering to include electrical, gas, culinary water and irrigation. All outdoor consumptive water use shall be separately metered and data reported annually to DFCM.

6.2.2. Utility data: DFCM maintains a building utility database that can be used to meet the requirements for access to utility data.

6.2.3. Utility costs savings project completion

## 7. Additional Resources

7.1. DFCM stores all project documentation for construction projects they manage in Project Wise. Any O&Ms or construction documents that an agency is missing can be requested.

7.2. DFCM maintains a utility database called Building OS for state buildings that are not already included in a utility data management system, such as on a



Higher Education Campus. Access to this database can be given by DFCM to any user.

- 7.3. This standard and the resulting auditing program are not intended to replicate the Risk Management Inspection program. Information about that inspection can be found on the Risk Management website. It should be noted that the Risk Management Inspection requires any State facility to have the following programs in place and validated. In addition, the DFCM P,M. Audit will require confirmation for the Hot Works Training requirement..

- 7.3.1. Hazardous Materials Management Plan

- 7.3.2. Asbestos Control and Management Plan

- 7.3.3. Laboratory Hygiene Plan

- 7.3.4. Lockout/TagOut Procedure for Performing Maintenance

- 7.3.5. Blood Borne Pathogen Program

- 7.3.6. Emergency Management Plan / Evacuation Mapping / Protocols

- 7.3.7. Respirator Program

- 7.3.8. Hearing Conservation Program

- 7.3.9. Confined Space Permit Program

- 7.3.10. Lead Exposure Program

- 7.3.11. Trenching Standard

- 7.3.12. Hot Work Policy

## **8. Available DFCM Maintenance Management Services**

- 8.1. DFCM can provide certain maintenance management, energy management, and preventive maintenance services to agencies at cost. The following services are available:

- 8.1.1. Maintenance management consulting

8.1.2. Additional maintenance audits of facilities

8.1.3. Energy management audits and energy management consulting

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**9. Evaluation History**

Last Evaluation	Executive Staff Approval
7/6/2023	7/25/2023
1/8/2024	2/5/2024