

## CHAPTER 6

## PREVENTIVE MAINTENANCE FOR FAMILY HOUSING

**6-1. General**

a. The objectives of PM in family housing units are as follows:

(1) To protect all family housing facilities from deterioration.

(2) To perform necessary minor maintenance and repair promptly while quarters are occupied.

(3) To schedule and perform necessary maintenance and repair between occupancies in a timely and expeditious manner to minimize down time.

b. Family housing facilities should be operated and maintained to a standard providing decent and liveable accommodations in good condition.

c. Funding for PM will be provided by the housing manager based upon the family housing program.

d. The Family Housing Manager should receive a copy of all customer feedback related to the completed work.

**6-2. Family Housing Preventive Maintenance Program** Recommend family housing be a separate PM program and be given highest priority in service response. Close coordination is required between the FE and Family Housing Manager to establish the program, priorities and funding.

a. *Purpose of Cyclic, Scheduled Visits.* Twenty-four hour occupancy and the nature and demands made on family housing units by their occupants require that PM service be accomplished on a regularly-scheduled cyclic basis. This type of program in family housing has the following advantages:

(1) Family housing occupants are aware of PM and keep records of problems for upcoming visits.

(2) The special needs of family housing units are routinely met.

(3) Self-help items are noted and referred to occupants without special follow-up inspections.

b. *Role of Occupant.* Occupants of family housing units observe building problems as they occur and are a valuable source of information and

assistance to the PM unit. They are responsible for recording of known and suspected work requirements on the "Building Occupant's Preventive Maintenance Reminder Sheet" and to perform self-help.

c. *Role of the Preventive Maintenance Team.* The responsibilities of the PM team in family housing include:

(1) To perform and document work within the scope of PM.

(2) To advise occupants on matters relating to self-help.

(3) To document building maintenance and repair requirements beyond the scope of PM.

**6-3. Planning for Effective Accomplishment**

a. *Preventive Maintenance Scheduling.* Family housing units have specific work requirements and should be handled differently than other facilities.

(1) All units, except short-term occupancy units such as student quarters should receive scheduled, cyclic, PM.

(2) As appropriate, units may receive only between occupancy PM based on local limitations. The optimum is between occupancy PM in addition to cyclic PM.

(3) Short-term occupancy and student quarters may require only between occupancy PM.

(4) A unit should not receive cyclic service if between-occupancy PM was performed during the previous three (3) months.

b. *Preventive Maintenance Operating Procedures.*

(1) A projected current-cycle schedule of PM visits is established and updated bi-weekly. The schedule is kept at the Work Reception Desk and also transmitted to housing occupants through daily bulletins, newsletters or post newspapers. Figure 6-1 shows a typical public announcement of scheduled visits.

The approximate schedule for PM for the next few weeks is as follows	
Dates	Bldgs.
22 Mar - 26 Mar	5412-5417
29 Mar - 2 Apr	5425-5437
5 Apr - 9 Apr	5439-5455
12 Apr - 16 Apr	5458-5484
19 Apr - 23 Apr	5483-5558

Figure 6-1. Advance Notice of PM Visits

(2) The building and structures PM Checklist Record, Illustration 3-5 serves as a record for visits performed. Cards for each quarters visited should be completed by the PM Unit daily and filed numerically by the quarters number at the PM Shop.

(3) At the start of the visit, PM personnel should check the PM Reminder Sheet (Figure 3-5). The occupant lists minor work requirements which occur between visits and are not Emergency or Self-Help on this form. PM workers should not accept work items which are self-help responsibility.

(4) Upon completing required PM work, the worker will present a "Quality of Service Customer Feedback Request, Illustration 3-7, to the occupant for preparation and submission.

*c. Preparing an I.J.O. for Family Housing Preventive Maintenance.* Planning for cyclic PM in family housing areas is accomplished under Individual Job Orders. Instructions for preparing I.J.O.'s for family housing are included in Paragraph 3.4. These instructions include:

- (1) Estimating required manpower distributors by area.
- (2) Typical performance standards.
- (3) Evaluation of effectiveness.

**6-4. Use of Preventive Maintenance Checklist and Work Guides in a Family Housing Quarter**

*a.* The Buildings and Structures PM Checklist/Record format used in family housing areas is outlined in Chapter 3.

*b.* Sample work guides are outlined in Chapter 8.