



AUG - 8 2017

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-05

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: *For* LENITA JACOBS-SIMMONS *rwj*
National Director
Office of Job Corps

SUBJECT: Revisions to the Electronic Policy and Requirements Handbook Section 5.11. R 1., Facility Maintenance Program; Exhibit 5-2, Annual Plan Submission Regarding Center Preventive Maintenance Plans; and Newly Added Exhibit 5-22, Center Preventive Maintenance Plan Checklist

1. **Purpose.** To revise the current electronic Policy and Requirements Handbook (ePRH), formalizing center Preventive Maintenance Plan (PMP) submissions and reviews.
2. **Background.** Job Corps Program Instruction Notice 16-43, dated June 23, 2017, places great emphasis on ensuring that center facilities are maintained in a safe and attractive condition. In addition, it is critical that the Job Corps program continues to perform proper preventive maintenance on the more than 2,300 active buildings for which the program is responsible, and of which many were constructed more than 40 years ago. Proper preventive maintenance: supports the existence of safe, functional systems and facilities that meet student needs; extends equipment and facility life; reduces or eliminates unscheduled shutdowns or repairs; reduces the effective operational cost of the center, and reduces energy costs.

Neglected or improper maintenance can lead to premature failure of equipment and infrastructure which not only impacts the quality of life and center operations, but also often results in additional expenditures to replace failed equipment.

3. **Summary of Change(s).** This Change Notice transmits changes to the ePRH, modifying facility maintenance program requirements. The Center PMP Checklist identifies best practices and minimum requirements for a successful preventive maintenance program. A successful PMP will address, at a minimum, the following: custodial management, grounds/snow removal, pest management, waste management, security systems, fire extinguishers, emergency lighting, kitchen hold fire suppression systems, fire alarm and smoke detection systems, fire suppression systems, fire hydrant systems, elevators, ground and elevated water storage tanks, water and

wastewater treatment systems, building mechanical and HVAC systems, building management systems, grease interceptor systems, renewable energy systems, electrical systems, lighting systems, plumbing systems, building envelope systems, general maintenance, kitchen preventive maintenance, pavement maintenance, hazardous materials management, state health inspections, and storm-water management systems.

4. Explanation of ePRH Changes. This Change Notice transmits changes to the ePRH Chapter 5 Section 5.11.R1, Facility Maintenance Program; Exhibit 5-2 Plan and Report Submission Requirements; and adds the new Exhibit 5-22, Center Preventive Maintenance Plan (PMP) Checklist. Specific changes are as follows:

- Section 5.11 R1.a – Added new annual PMP reporting requirement
- Specified that the PMPs and reports should be submitted via the Construction, Rehabilitation and Acquisition (CRA) Web site
- Specified that regions should use the checklist when reviewing the plans and reports
- Specified that the center’s PMPs need to address at a minimum the items on the checklist
- Referenced the checklist as Exhibit 5-22 (new Exhibit)

Exhibit 5-2

- Added PMP submission requirement 90 days after contract award via the CRA Web site
- Added the new PMP Status Report to be submitted annually, on contract anniversary via the CRA Web site

New Exhibit 5-22

- Introduced the center PMP checklist as Exhibit 5-22

4. Action Required. Addressees are to ensure this ePRH Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Bill Dakshaw at (202) 693-2867, or dakshaw.bill@dol.gov.

7. ePRH Web site Access. This Change Notice and revisions to the ePRH can be accessed at the ePRH Web site address <https://eprh.jobcorps.gov>.