



JUN 29 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 16-43

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:  LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

SUBJECT: Center Preventive Maintenance Plans

1. **Purpose.** To highlight the importance of facility preventive maintenance at Job Corps centers, and provide a tool for the development and review of center Preventive Maintenance Plans for the Job Corps community.

2. **Background.**
 - a. With more than 2,300 active buildings in the Job Corps inventory – with an average age of 40 years old – it is vital that proper preventive maintenance be performed. Proper preventive maintenance ensures 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 quality-of-life and center operations, but also often results in expenditure of additional capital funding to replace failed equipment.

 - b. In accordance with Policy and Requirements Handbook (PRH) Chapter 5, Section 5.11, R1, Center Operators are responsible for implementing a center maintenance program for all of a center’s buildings, grounds, roads, sidewalks, and equipment. This program shall include:
 - (1) Written preventive maintenance procedures (preventive maintenance plan).

 - (2) Tracking system (i.e., Computer Maintenance Management System [CMMS]) to document all scheduled and completed preventive and corrective maintenance activities.

- (3) As outlined in PRH Chapter 5, Section 5.11, R1, required Operations and Maintenance (O&M) activities include, but are not limited to:
 - (a) Heating, ventilation, and air conditioning (HVAC) equipment, fuel-burning and electric appliances, food service equipment, boilers, and plumbing, as recommended by the manufacturer.
 - (b) Activities related to the normal functions intended for a facility, including janitorial services, window cleaning, and pest control.
 - (c) Upkeep of grounds, waste management, periodic condition assessments, roof inspections, specialized services, e.g., fire alarm/protection.
 - (d) Routine maintenance of center facilities, including painting, carpeting/flooring, curtains, etc., when such maintenance is not part of a classifiable construction and rehabilitation project.
 - (e) In-place management of asbestos-containing building materials and lead-based paint.

3. **Action.** All Job Corps centers are hereby directed to ensure that their preventive maintenance plans and tracking systems (i.e., CMMS) include all required O&M activities. Regional Offices are directed to review each center's Center Preventive Maintenance Plans at least annually to validate that required O&M activities are included in Center Preventive Maintenance Plans.

To assist with this effort, the National Office has developed the attached Center Preventive Maintenance Plan Checklist. This checklist incorporates the most critical O&M activities as a minimum that are expected to be accomplished at all centers. The centers may use this as a guide to ensure that their preventive maintenance plan includes required tasks. Regional Offices may use this as a guide for review of Center Preventive Maintenance Plans.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4. **Expiration Date.** Until superseded.

5. **Inquiries.** Inquiries should be directed to Bill Dakshaw at (202) 693-2867 or Dakshaw.Bill@dol.gov.

Attachment

Center Preventive Maintenance Plan Checklist