

## **14 FAH-1 H-220 PREVENTIVE MAINTENANCE AND REPAIR**

*(CT:PPM-2; 07-27-2005)  
(Office of Origin: A/LM)*

### **14 FAH-1 H-221 PREVENTIVE MAINTENANCE**

*(CT:PPM-1; 08-11-2004)  
(Uniform State/USAID)*

Preventive maintenance actions are those precautionary steps undertaken to forestall a mechanical breakdown. A well planned and executed preventive maintenance program will result in longer equipment life, lower repair costs, and less lost time or employee inconvenience or hardship due to breakdowns.

#### **14 FAH-1 H-221.1 Appliances**

*(CT:PPM-1; 08-11-2004)  
(Uniform State/USAID)*

- a. Because of prolonged use, appliances such as air conditioners, refrigerators, freezers, and heaters are subject to breakdowns from a variety of causes. Local conditions such as erratic electric power, which results in sudden power surges, or very dusty conditions, for example, can be damaging to electrical appliances. Preventive maintenance actions can be taken to prolong the life of the equipment.
- b. Manufacturer's care and maintenance information generally accompanies machines and appliances received at post, and machines and appliances should be cared for in accordance with these recommendations. Otherwise, the preventive maintenance to be performed should be determined by the maintenance officer. In the absence of a maintenance officer, the accountable property officer should make that determination.
- c. Some simple preventive actions that can be taken are:
  - (1) Clean or replace air conditioner filters, as appropriate, based on local conditions;
  - (2) Make certain that appliances remain level;
  - (3) Flush water heaters; and
  - (4) Check freon levels in refrigerators and freezers, and empty, clean, or change evaporator trays.

## **14 FAH-1 H-221.2 Office Machines**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

Posts should perform preventive maintenance on office machines on a periodic basis.

## **14 FAH-1 H-221.3 Office Furniture**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

- a. Check furniture randomly for cracks or other slight problems that could result in more extensive damage later. Ask employees to check their own furniture periodically and report any damage immediately.
- b. Have repairs made as soon as possible.
- c. Have furniture cleaned regularly.

## **14 FAH-1 H-221.4 Household Furniture**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

- a. Request that residents report damage to U.S. Government-issued property as soon as possible.
- b. Require that employees report damage to household items when they are inventorying a residence.

## **14 FAH-1 H-221.5 Maintenance Contract**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

- a. Generally, if in-house maintenance capability exists, a preventive maintenance program should be established for all office machines and household appliances. Have maintenance personnel read instructions carefully and incorporate any necessary care techniques into their regular maintenance schedule.
- b. Provide dust covers for equipment and brief employees on the damaging effects that dust can have on machines. Direct employees to cover machines before leaving work each day, and ask them to be careful not to spill drinks or drop crumbs near a computer keyboard. This will help increase the equipment's life expectancy.
- c. If contract service is necessary, the maintenance officer should be selective in items to be serviced, and should make a decision after

comparing the relative costs affecting specific types of equipment based on the following considerations:

- (1) Standard of performance required;
- (2) Degree of reliability needed;
- (3) Daily use (heavy or light) and operator's care of machine;
- (4) Age and performance record of machine; and
- (5) Environmental factors, i.e., dusty surroundings or other unfavorable conditions.

## **14 FAH-1 H-221.6 Establishing a Preventive Maintenance Program**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

When establishing a preventive maintenance program, a schedule should be made listing all equipment at post, based on data taken from property records. The property on the list should be grouped by type of item, and listed with description, serial number, and location. Preceding each grouping there should be instructions that include the periodic dates that the servicing for that group is to take place and a complete explanation of the service to be performed. On the scheduled dates, service should be arranged for and, after the service has been performed, a notation made on the list indicating the date that the action for each property group began and was completed.

## **14 FAH-1 H-222 REPAIR**

*(CT:PPM-2; 07-27-2005)*  
*(Uniform State/USAID)*

- a. Whether repair work is performed by direct-hire personnel, contract personnel, or a combination of both will depend on prior experience, budget considerations, the kind and number of property items to be serviced, in-house resources available, and local commercial repair capability.
- b. A system shall be established for documenting requests for repair of capitalized personal property (see *14 FAM 412.4-1, subparagraph b(1)*). For procedures on documenting requests and capturing repair data and cost information, see 14 FAH-1 H-423. To prevent excessive repair costs, maintenance records should be reviewed annually and repair information analyzed to identify trouble prone items that should be disposed of. The nonexpendable property application (NEPA) Maintenance Detail Report will be helpful.

## **14 FAH-1 H-223 PREVENTIVE MAINTENANCE OR REPAIR CONTRACT**

*(CT:PPM-1; 08-11-2004)*  
*(Uniform State/USAID)*

If a preventive maintenance or a repair contract is established, posts using the nonexpendable property application (NEPA) system should enter a notation, in the remarks field of the property record of each item under the contract, stating that the item is under a service contract. If the machine is still under contract when the machine is eventually disposed of, this will serve as a reminder to cancel the contract.

## **14 FAH-1 H-224 THROUGH H-229 UNASSIGNED**