

## **VPP FAQ's for Maintenance Personnel**

A. Is there a scheduled preventive maintenance program? How is it carried out?

Vehicle PM: Garrison Mobile Equipment schedules and performed the PM for government vehicles. When a vehicle comes up on the schedule, the division is notified to bring the vehicle to GME, the PM is performed and the division picks up the vehicle when the PM is complete.

Machinery PM: Public Works schedules and performs the PM for machinery, i.e. generators, ventilation systems, boilers.

We receive specific training to perform PM on equipment we are responsible for. Some equipment PM is scheduled and performed by private companies and those files can be obtained from the supervisor in that area.

B. Do maintenance personnel participate in safety functions?

We are included in safety training, shop safety meeting, councils and committees.

C. Is there a priority system for safety/environmental related maintenance items? Is it being followed?

When a work request for a facility safety related item is submitted, we assess the priority by the assigned risk assessment code. If it is a RAC 1 or 2 we set the priority to respond immediately. If the item is assigned a RAC 3 we respond within 48 hours. If the item is assigned a RAC 4 or 5 we respond within 6 months.

D. Does the preventive maintenance program include onsite vehicles, sprinkler systems, detection/alarm equipment, fire protection and emergency equipment?

Garrison Mobile Equipment Branch: We conduct preventive maintenance for government vehicles, to include emergency response vehicles. The divisions get notified when PM is due on their vehicle.

Public Works: We maintain the PM schedule on fire protection and emergency equipment, and detection/alarm equipment.

E. Do you have input concerning safety and ease of maintenance for new equipment and machinery purchases?

Yes, when we identify the need for new equipment necessary to perform our jobs more safely, we research the piece equipment for safety requirements which include preventive maintenance, additional safety training, and personal protective equipment then provide the information to our supervisor.

F. Do you have an inventory of spare parts critical to safety and environmental protection?

Public Works maintenance personnel should refer this question to David Anderson. The spare parts inventory is maintained in USMCMAX, and Mr. Anderson can access the database system.

G. Are you trained in the control of hazardous energy and the proper use of locks and tags?

**Vehicle Maintenance:** We use a lock out/tag out procedure when we perform maintenance on government vehicles. We have steering wheel covers and tags to lock out the vehicle during maintenance. I have been trained on the Lock Out/Tag Out Program and the proper use of the locks and tags.

**Facilities Maintenance:** Public Works maintenance personnel are trained on the lock out /tag out procedures.

MCLB Albany has a written policy, signed by the Commanding Officer, that no work will be performed on energized equipment.

H. Is there a system in place to track requests for repairs?

Work requests are submitted, by the divisions, in USMCMAX, which is managed by Public Works (David Anderson).

I. What methods are used to monitor the condition of critical equipment?

Condition codes for critical equipment are stored in asset records in USMCMAX.

J. What is the ratio of scheduled versus unscheduled maintenance work?

Facilities maintenance personnel should refer this question to David Anderson.

FY11: 21,881 maintenance work completed  
9,280 were scheduled maintenance= 42.4%  
12,601 were unscheduled maintenance=57.6%

K. What has the trend regarding maintenance been like over the past few years?

Maintenance personnel should refer this question to David Anderson. Trend analysis data is extracted from USMCMAX. Charts are available.