



OP 6/1 - Procedure for Maintenance

PURPOSE

To establish a procedure for the maintenance of infrastructure used in the delivery of the West Indies School of Theology's (WIST's) programmes.

SCOPE

This procedure applies to all facilities used in the delivery of WIST's programmes in Trinidad and Tobago.

RESPONSIBILITY

The Plant Manager is responsible for

- Ensuring the maintenance of the facility at the Maracas Campus. He is also responsible for completing monthly maintenance checklists as part of the preventive maintenance plan.

The Tobago Campus Principal is responsible for

- Ensuring that the facilities at the Tobago campus are maintained in accordance with the tenancy and other agreements currently in place.

The South Coordinator is responsible for

- Ensuring that required maintenance work at the South Extension Class is satisfactorily completed.

DEFINITIONS

There are no definitions associated with this procedure.

REFERENCES

Not applicable

DOCUMENTATION

Monthly Maintenance Checklist
Preventive Maintenance Plans



PROCEDURE

1.0 Preventive Maintenance Plan

- 1.1 The Plant Manager develops a running two-year preventive Maintenance Plan which identifies the frequency with which various maintenance checks are to be done.
- 1.2 This plan is reviewed annually and updated as required.
- 1.3 Copies of the plan are made available to the other sites via the shared dropbox.

2.0 Maintenance Process

- 2.1 Each month the assigned persons or their designates conduct monthly inspections as outlined in the Preventive Maintenance Plan.
- 2.2 Once a problem is identified, this information is recorded and passed onto the relevant persons to action as in the table below:

Site	Maracas	South	Tobago
Person Responsible	Plant Manager	RTA through South Administrator	Principal

- 2.3 The persons responsible ensure that the items identified are completed with minimum disruption to classes.
- 2.4 Records of the checks done and work completed are maintained by the persons responsible at each location.