



Illinois Department of Corrections

Administrative Directive

Number: 05.02.127	Title: Master Craft/ Routine Maintenance/ Cycle List	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.127 effective 3/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-2A-03, 5-ACI-3B-08
Referenced Policies: 05.02.129	Referenced Forms: DOC 0488 – Equipment Card DOC 0549 – Routine Maintenance Card

I. POLICY

All Department-owned correctional facilities shall implement a thorough and standardized preventative maintenance program which shall include assignment of maintenance routines.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure to regulate routine maintenance inspections.

B. Applicability

This directive is applicable to all Department-owned facilities.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Maintenance – any work or material necessary to preserve the initial status of the equipment or buildings for which it was originally intended.

Routine – a regular, unvarying sequence of inspections of like or similar equipment or buildings in a geographically progressive manner, performed by designated persons to help keep maintenance costs, emergencies and breakdown repairs to a minimum.

F. Requirements

The Chief Administrative Officer shall ensure a regular routine maintenance inspection of all equipment and buildings is performed in accordance with the provisions established in this directive. Implementation of this directive shall require preparation by the Chief Engineer and the use of two sources of information: The Master Craft/Routine Maintenance/Cycle List and the Routine Maintenance Card, DOC 0549.

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1. Master Craft/Routine Maintenance/Cycle List

a. Designation of Crafts

The numbers in the first column on the Master Craft/Routine Maintenance/Cycle List (see Attachment A) shall designate the craft to perform the routine.

- (1) Each craft shall be designated by being assigned a specific number similar to the following numbers:

- | | |
|-------------------------------|---|
| 1 - Steamfitter | 10 - Tinner |
| 2 - Plumber | 11 - Laborer |
| 3 - Electrician | 12 - Roofer |
| 4 - Carpenter | 13 - Maintenance
Worker or Craftsman |
| 5 - Painter | 14 - Janitor |
| 6 - Machinist | 15 - Oiler |
| 7 - Engineer | 16 - Exterminator |
| 8 - Refrigerator
Repairman | 17 - Plasterer |
| 9 - Mason | 18 - Fire Chief |

- (2) The craft designated for a routine on Attachment A shall be a recommendation only. A Master Craft/Routine Maintenance/Cycle List shall be prepared at each facility dependent upon employee job skills and crafts available. This list shall be submitted to the Manager of Capital Programs for approval of use and at any time changes are deemed appropriate.

- (3) The selection of the craftsman to be assigned to a routine shall be the decision of the Chief Engineer. The selection shall be based on the ability of the available individual to perform the necessary work at the most economical cost. The Chief Engineer shall consider the following factors when making a decision:

- (a) Capabilities of the individual assigned to the Department;
- (b) Availability of contractual services;
- (c) Number of hours required for maintenance; and
- (d) Geographic location of maintenance.

b. Designation of Routines

The numbers in the second column on the Master Craft/Routine Maintenance/Cycle List shall designate the purpose of the routine inspection.

- (1) Maintenance work to be accomplished during a routine inspection shall be limited to a period of approximately 15 minutes. Any work that can be accomplished within this interval shall be completed and considered as part of the routine inspection.

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- (2) To record the instruction for the required maintenance as to where and when it shall be completed, a DOC 0549 shall be used. Information on the DOC 0549 shall contain the building location, room number and the equipment number.

c. Designation of Cycles

The characters in the third column on the Master Craft/Routine Maintenance/Cycle List shall be used to designate the cycle or frequency in which the routine shall be accomplished.

- (1) The following letters shall be used to designate the cycle or frequency:

D - Daily	Q - Quarterly
W - Weekly	S - Semi-annually
SM - Semi-monthly	Y - Yearly
M - Monthly	

- (2) A number placed before the letter shall designate that the routine is to be performed every two, three or four days, weeks, months or years respectively.

2D - Every two days
2W - Every two weeks
2M - Every two months
2Y - Every two years

- (3) When the number follows the letter, it shall designate that the routine is to be performed daily three times, weekly three times, etc.

D3 - Daily three times
W3 - Weekly three times
M3 - Monthly three times
Y3 - Yearly three times

- (4) The cycles included in the Master Craft/Routine Maintenance/Cycle List shall be regarded as absolute minimums, but each routine case must be individually evaluated for the specific usage placed on the equipment.

- (5) The following is a diagram illustrating a Master Craft/Routine Maintenance/Cycle List, 6-41-M, which means a machinist shall inspect the pump house every month:

6 41 M

Craft_____

Pump House Inspection_____

(Routine)

Cycle_____

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2. **Routine Card**

a. Assignment of Routines

After the entire complex has been inventoried and all Equipment Cards, DOC 0488, have been typed or clearly printed in ink, routines shall be formed in the following manner:

- (1) DOC 0488s shall be sorted by building and then into stacks of like (or similar) equipment.
- (2) Each of these stacks shall be sorted according to the craft assigned to maintain the equipment. Some equipment may require two different craftsmen (example: an electrician and a machinist). Such equipment shall be included on the routines of both crafts.
- (3) The routine cycle (frequency) involved shall be considered. A routine shall be based on these criteria:
 - (a) Like equipment;
 - (b) Craft performing maintenance;
 - (c) Number of crafts performing maintenance; and
 - (d) Frequency of cycle.
- (4) The number of pieces of equipment on each routine shall depend on the Chief Engineer or Craft Supervisor's estimate of time needed to service that type and amount of equipment.
- (5) Frequency of the routine (cycle: monthly, weekly, etc.) shall depend on usage of equipment on that routine. Equipment receiving heavy use shall be inspected more frequently than similar equipment with light use.
- (6) Based on a review of the Structure Master Cards, additional routines shall be formed. Routines formed from these cards shall include items such as routine roof inspections, routine termite inspections, routine checks for leaking basements, etc. This shall not be done on a building-by-building basis; instead, roofs on one card, basements on another, etc.

b. Completing the DOC 0549

- (1) Instructions on the routine service required for each piece of equipment shall be determined by referring to the operational manuals and catalogues for instructions and the Craft Supervisor's expertise. These instructions shall list in detail all the required maintenance and the required cycle. This information shall be typed or clearly printed in ink on the DOC 0549.
- (2) The building numbers appearing on the DOC 0549 shall be so arranged so the craft travels the shortest distance between the buildings.

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- (3) Once the routine has been established and an estimate has been made of the required time, a schedule shall be made on a calendar (see Administrative Directive 05.02.129, Master Schedule) as to when the Craft Supervisor desires the routine to be accomplished.

c. Filing the DOC 0549

In order to have the DOC 0549 readily available to conform to the schedule:

- (1) A card index file shall be established with the following indexes:

D - Daily	SM - Semi-monthly
1st Week	M - Monthly
2nd Week	Q - Quarterly
3rd Week	S - Semi-annually
4th Week	Y - Annually

- (2) The indexes shall correspond to the designated periods for which the routines have been cycled. Indexes shall also be set up for routines that might occur every two, three or four years in order so that they are not overlooked.
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Attachment A
Sample of a Master Craft/Routine Maintenance/Cycle List

Craft	Routine	Cycle
	00 - Periodic routine inspection	
	1 -	
	2 -	
	3 -	
	4 -	
	5 -	
	6 -	
	7 -	
	8 -	
	9 -	
	10 -	
	11 -	
	12 -	
6	13 - Mechanical Shops	M
7	14 - Power Plant Inspection	M
1	15 - Radiator Inspection	S
2	16 - Manhole Inspection	S
1	17 - Steam Trap and Strainer Inspection	S
	18 -	
2	19 - Water Heater Units	S
3	20 - Unit Air Condition Units	S
3	21 - Ventilation Equipment	Q
2	22 - Grease Traps	S
2	23 - Domestic Hot Water Storage Tanks	S
3	24 - Relamping	M
12	25 - Roof Inspection	S
13	26 - Curtain Track Inspection	Q
13	27 - Floor Tile Inspection	M
13	28 - Acoustical Ceiling Tile Inspection	S
16	29 - Termite Inspection	Y
7	30 - Pressure Vessel Inspection	Y
6	31 - Dietary Equipment Inspection	M
6	32 - Laundry Equipment Inspection	M
2	33 - Grease Filer (cleaning)	M
15	34 - Oiling & Greasing Motors	Q
	35 -	
2	36 - Water Pumps	S
13	37 - Air Filters - Cleaning and/or Replacing	M
11	38 - Defrosting	M
8	39 - Oiling and Cleaning Refrigerators	M
13	40 - Cleaning Refrigerators	M
6	41 - Pump House Inspection	M

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Sample of Master Craft/Routine Maintenance/Cycle List

Craft	Routine	Cycle
2	42 - Duplex Sewer	Y
4	43 - Locks	S
7	44 - Tunnel Inspection	S
18	45 - Fire Hose	S
2	46 - Sump Pumps	S
13	47 - Linen Chutes	Y
1	48 - Suspended Unit Heaters	S
3	49 - Street Lights	M
2	50 - Hose Bibs	S
3	51 - Transformer Inspection	Y
7	52 - Vacuum Return Pumps	S
	53 -	
3	54 - Exhaust Fan Inspection	S
3	55 - Supply Fan Inspection	S
3	56 - Electrical Panel Inspection	Y
8	57 - Dietary Refrigeration Inspection	Q
	58 -	
7	59 - Emergency Inspection	M
2	60 - Pressure Reducing Valve Inspection	M
	61 -	
2, 3	62 - EWC Inspection	Q
11	63 - Cleaning Any Electric Fan	Q
18	64 - Fire Hydrant Inspection	Y
2	65 - Cold Water Shut Off Valves	S
11	66 - Washing Light Fixtures	S
2, 3	67 - Domestic Hot Water Circulator Pump	Y6
1	68 - Steam Inlet	Q
	69 -	
6	70 - Compressors	Y
2	71 - Garbage Disposal	2W
7	72 -	
7	73 - Circulatory Pumps	S
	74 - Monitor Maintenance Program	Q
7	75 - Emergency Fuel Equipment	M
3	76 - Control Motor Inspection	Q
3	77 - Overhead Door Closers	S
7	78 - Cooling Tower	S
7	79 - ARU Cleaning and Inspection	S
8	80 - Refrigeration Compressors & Evaporator Units	S
7, 3	81 - Elevators	
	82 -	
	83 -	
	84 -	

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Sample of a Master Craft/Routine Maintenance/Cycle List

Craft	Routine	Cycle
	85 -	
7	86 - Reheat Coil - Radiant Ceiling Coil Inspection	Y
7	87 - Gas Valve Inspection	S
7	88 - Boiler Inspection	S
7	89 - Deep Well	Y
	90 -	
1	91 - Expansion Tank	S
7	92 - Fly Fan Inspection	S
	93 -	
	94 -	
7	95 - Chilled Water Pump Inspection	S
	96 -	
	97 -	
	98 -	
4,6	99 - Door Closers	S

Seasonal Changes

11,13	200 - Snow Removal	S
11,13	201 - Storm Windows	S
11,13	202 - Screens	Q
2	203 - Hose Bibs	S
11,13	204 - Winter Preparation	A
11	205 - Lawns - Spring	W
11	206 - Lawns - Fall	M
11	207 - Lawn Equipment	S
5	208 - Outside Painting	2Y
5	209 - Inside Painting	2Y
5	210 - Tunnel Painting	2Y
9	211 - Tuck Pointing Outside	Y
9	212 - Inside Tuck Pointing	Y