



## Illinois Department of Corrections

### Administrative Directive

Number: <b>05.02.129</b>	Title: <b>Master Schedule</b>	Effective: <b>10/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	05.02.129 effective 3/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-3A-01, 12, 5-ACI-3B-08
<b>Referenced Policies:</b> 05.02.127	<b>Referenced Forms:</b>

#### I. POLICY

All Department-owned correctional facilities shall implement a thorough and standardized preventative maintenance program, which shall include the development of a Master Schedule.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to establish a written procedure to ensure completion of the preventative maintenance routines required by Administrative Directive 05.02.127 through the development of a series of twelve monthly schedules.

##### B. Applicability

This directive is applicable to all Department-owned correctional facilities.

##### C. Facility Reviews

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

##### D. Requirements

The Chief Administrative Officer shall ensure the development of a Master Schedule for the facility by the Chief Engineer or the Acting Chief Engineer, which shall ensure completion of preventative maintenance routines. The Master Schedule shall:

1. Be in compliance with Administrative Directive 05.02.127 and a calendar of a type similar to the one shown in Attachment A.
2. Divide the Routine Cards into the following groups based on their cycles:
  - a. Less than one month;
  - b. Monthly;
  - c. Less than six months but greater than one;
  - d. Semi-annually;
  - e. Less than a year but greater than six months; and
  - f. Annually.

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3. Establish a schedule of the routines for a twelve-month period.
    - a. A routine cycled monthly shall be shown for each of the twelve months. A routine cycled daily shall be shown for each day, and so on.
    - b. A routine cycled for performance several times weekly shall only be noted once, on the first working day of the week.
  
  4. Require that:
    - a. The Routine Cards be refilled according to Administrative Directive 05.02.127.
    - b. A permanent file of the schedules be maintained.
    - c. An additional copy of the Master Schedule be maintained in the shop area for the craftsmen. A copy of the Master Craft/Routine Maintenance/Cycle List shall be available as well, to interpret the schedule.
    - d. The progress of work be monitored to ensure:
      - (1) The routines are being performed; and
      - (2) The Master Schedule is being followed as closely as possible.
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### Attachment A

Monday	Tuesday	Wednesday	Thursday	Friday	Sat. – Sun.
		<b>1</b> 7-00-D 6-53-2D	<b>2</b> 7-00-D	<b>3</b> 7-00-D 6-53-2D	<b>4-5</b>
<b>6</b> 15-58-W3 7-00-D 6-53-2D 2-82-W 1-61-2W 11-66-S 7-59-M	<b>7</b> 7-00-D	<b>8</b> 7-00-D 6-53-2D	<b>9</b> 7-00-D	<b>10</b> 7-00-D 6-53-2D	<b>11-12</b>
<b>13</b> 7-00-D 6-53-2D 2-82-W 11-63-Q 15-58-W3	<b>14</b> 7-00-D	<b>15</b> 7-00-D 6-53-2D	<b>16</b> 7-00-D	<b>17</b> 7-00-D 6-53-2D	<b>18-19</b>
<b>20</b> 7-00-D 6-53-2D 2-82-W 1-61-2W 15-58-W3	<b>21</b> 7-00-D	<b>22</b> 7-00-D 6-53-2D	<b>23</b> 7-00-D	<b>24</b> 7-00-D 6-53-2D	<b>25-26</b>
<b>27</b> 7-00-D 6-53-2D 2-82-W 15-58-W3	<b>28</b> 7-00-D	<b>29</b> 7-00-D 6-53-2D	<b>30</b> 7-00-D	<b>31</b> 7-00-D 6-53-2D	