# AREA VIII

# PHYSICAL PLANT AND FACILITIES

**1.6. THE MAINTENANCE UNIT OR ITS EQUIVALENT PERIODICALLY INSPECTS SCHOOL FACILITIES AND EQUIPMENT TO ENSURE THEIR PROPER UTILIZATION AND UPKEEP.**

**1.6. The maintenance unit or its equivalent periodically inspects school facilities and equipment to ensure their proper utilization and upkeep.**

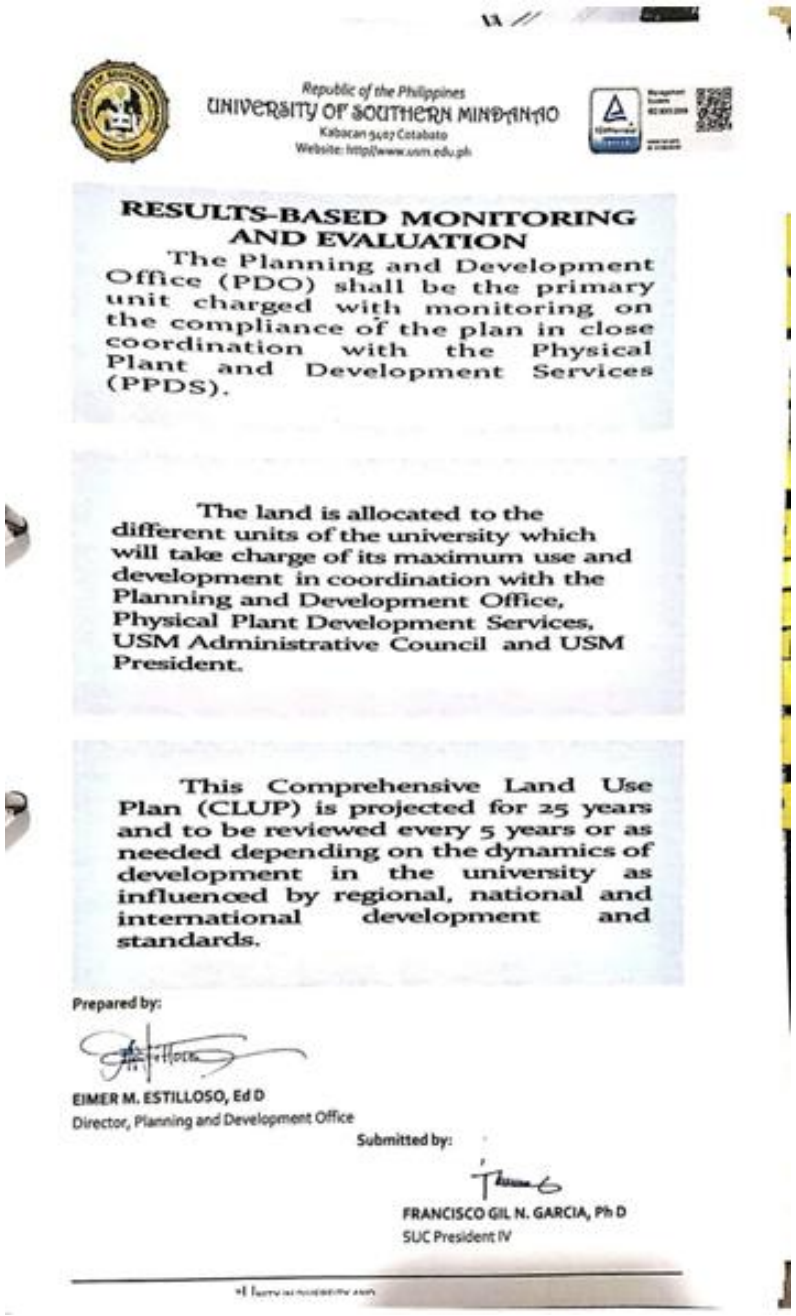
USM Repair and Maintenance Program

The University Of Southern Mindanao (USM) Repair and Maintenance Program is managed by the Physical Plant Development Office (PPDO), a dedicated team responsible for ensuring the safety, usability, and longevity Of all campus buildings and infrastructure. The program encompasses regular inspections, timely repairs, preventive maintenance, and upgrades to create a functional, safe, and aesthetically pleasing environment for students, faculty, staff, and visitors.

1. **Routine Inspections and Assessments**
   - The PPDO conducts systematic inspections across all USM facilities to assess building integrity, infrastructure stability, and overall safety.
   - Inspections cover essential structural elements, electrical systems, plumbing, HVAC (heating, ventilation, and air conditioning) units, and fire safety systems to identify issues before they escalate.
   - A detailed report is generated after each inspection to prioritize repairs, allocate resources, and set timelines for maintenance tasks.

2. **Preventive Maintenance Program**
   - The office implements a preventive maintenance schedule to keep facilities in optimal condition and extend the lifespan Of campus infrastructure.
   - Key systems, such as electrical and plumbing, are serviced periodically to minimize the risk Of unexpected failures, reduce repair costs, and ensure uninterrupted campus operations.
   - Regular preventive maintenance also includes cleaning, lubrication, adjustments, and part replacements as needed, reducing the need for extensive repairs.

3. **Emergency Repair Services**
   - To keep up with the changing needs of the university, the PPDO undertakes renovation projects aimed at modernizing old facilities, improving accessibility, and enhancing campus functionality.
   - Upgrades include energy—efficient lighting, sustainable building materials, and ergonomic classroom and office designs that improve the user experience and support the university's environmental goals.



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan 9407 Cotabato
Website: http://www.usm.edu.ph

**RESULTS-BASED MONITORING AND EVALUATION**

The Planning and Development Office (PDO) shall be the primary unit charged with monitoring on the compliance of the plan in close coordination with the Physical Plant and Development Services (PPDS).

The land is allocated to the different units of the university which will take charge of its maximum use and development in coordination with the Planning and Development Office, Physical Plant Development Services, USM Administrative Council and USM President.

This Comprehensive Land Use Plan (CLUP) is projected for 25 years and to be reviewed every 5 years or as needed depending on the dynamics of development in the university as influenced by regional, national and international development and standards.

Prepared by:

EIMER M. ESTILLOSO, Ed D
Director, Planning and Development Office

Submitted by:

FRANCISCO GIL N. GARCIA, Ph D
SUC President IV

JANITORIAL SERVICES FOR EVERY COLLEGES



IMPROVEMENT INFRASTRUCTURE ON DIFFERENT COLLEGES IS BEING IMPLEMENTED IN THE UNIVERSITY



## PREVENTIVE MAINTENANCE CALENDAR OF CAMPUS BUILDING AND VEHICLES

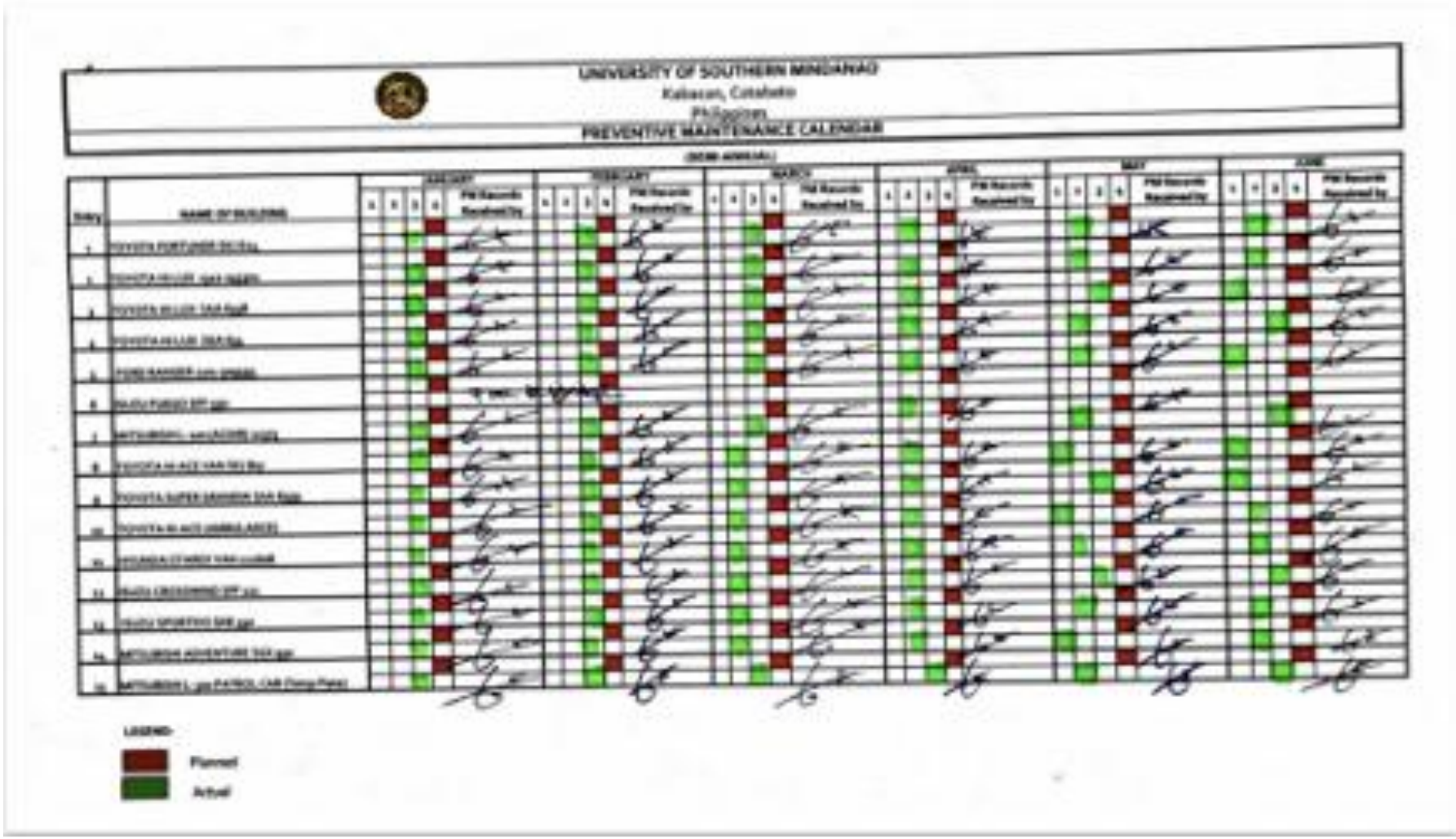


UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

PREVENTIVE MAINTENANCE CALENDAR

| Items | NAME OF BUILDING | JULY | | | | File Records Received by: | AUGUST | | | | File Records Received by: | SEPTEMBER | | | | File Records Received by: | OCTOBER | | | | File Records Received by: | NOVEMBER | | | | File Records Received by: | DECEMBER | | | | File Records Received by: |
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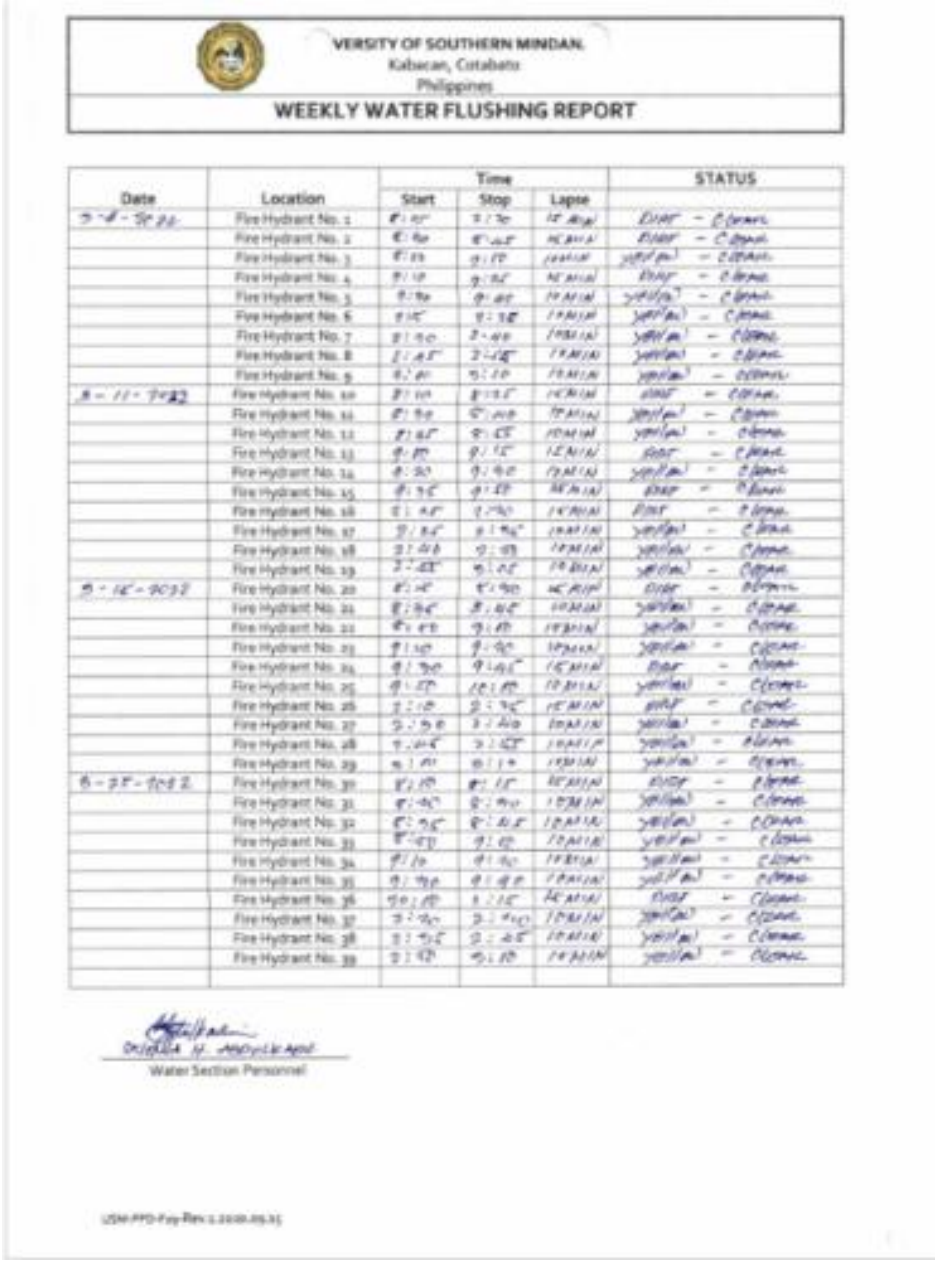
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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines
PREVENTIVE MAINTENANCE CALENDAR

LEGEND:
Planned
Actual

# WEEKLY WATER FLUSHING REPORT



VERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

**WEEKLY WATER FLUSHING REPORT**

| Date | Location | Time | | | STATUS |
|---|---|---|---|---|---|
| | | Start | Stop | Lapse | |
| 5-4-22 | Fire Hydrant No. 1 | 8:07 | 9:30 | 1H 23M | CLOSE - CLOSED |
| | Fire Hydrant No. 2 | 8:40 | 8:45 | 5MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 3 | 8:55 | 9:15 | 20MINS | OPEN - CLOSED |
| | Fire Hydrant No. 4 | 9:10 | 9:15 | 5MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 5 | 9:20 | 9:40 | 20MINS | OPEN - CLOSED |
| | Fire Hydrant No. 6 | 9:45 | 9:58 | 13MINS | OPEN - CLOSED |
| | Fire Hydrant No. 7 | 9:50 | 2:40 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 8 | 2:45 | 2:58 | 13MINS | OPEN - CLOSED |
| | Fire Hydrant No. 9 | 3:00 | 3:10 | 10MINS | OPEN - CLOSED |
| 5-11-2022 | Fire Hydrant No. 10 | 8:10 | 8:25 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 11 | 8:30 | 8:40 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 12 | 8:45 | 8:55 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 13 | 8:57 | 9:12 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 14 | 9:30 | 9:40 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 15 | 9:45 | 9:58 | 13MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 16 | 2:45 | 3:00 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 17 | 3:04 | 3:14 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 18 | 3:40 | 3:50 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 19 | 3:55 | 4:05 | 10MINS | OPEN - CLOSED |
| 5-12-2022 | Fire Hydrant No. 20 | 8:45 | 8:50 | 5MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 21 | 8:56 | 8:46 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 22 | 9:05 | 9:20 | 15MINS | OPEN - CLOSED |
| | Fire Hydrant No. 23 | 9:30 | 9:40 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 24 | 9:50 | 9:45 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 25 | 9:55 | 10:05 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 26 | 2:10 | 2:25 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 27 | 2:50 | 3:00 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 28 | 3:05 | 3:15 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 29 | 3:40 | 3:50 | 10MINS | OPEN - CLOSED |
| 5-13-2022 | Fire Hydrant No. 30 | 8:10 | 8:25 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 31 | 8:35 | 8:50 | 15MINS | OPEN - CLOSED |
| | Fire Hydrant No. 32 | 8:55 | 9:05 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 33 | 9:20 | 9:30 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 34 | 9:40 | 9:50 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 35 | 9:55 | 10:05 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 36 | 10:10 | 10:25 | 15MINS | CLOSE - CLOSED |
| | Fire Hydrant No. 37 | 2:30 | 2:40 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 38 | 2:55 | 3:05 | 10MINS | OPEN - CLOSED |
| | Fire Hydrant No. 39 | 3:10 | 3:20 | 10MINS | OPEN - CLOSED |

ORLANDO M. ARGOTE JR.
Water Section Personnel

USM-PPD-Fsy-Rev 1 (2020.05.31)

## EQUIPMENT PREVENTIVE MAINTENANCE



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EQUIPMENT PREVENTIVE MAINTENANCE CHECKLIST

Name of Equipment: Solar Street Light
Location: USM MAIN GATE/MACHINERY GATE
Year: 2022

| Check Points | January | February | March | April | May | June |
|---|---|---|---|---|---|---|
| Pedestal | G | G | G | G | G | G |
| Pole | G | G | G | G | G | G |
| Solar Panel | G | G | G | G | G | G |
| LED Lamp | G | G | G | G | G | G |

INSPECTED BY:

LEGEND: G - Good Condition; S - Needs Servicing; C - Needs Cleaning; W - Undergoes Parts; R - Needs Replacement; WR - Within Recommended Level; BL - Below Recommended Level

Remarks:

January: Good Condition

February: Good Condition

March: Good Condition

April: Good Condition

May: Good Condition

June: Good Condition

# BUILDING REPAIR MANAGEMENT



UNIVERSITY OF SOUTHERN MINDANAO

BUILDING REPAIR MANAGEMENT PROCEDURE

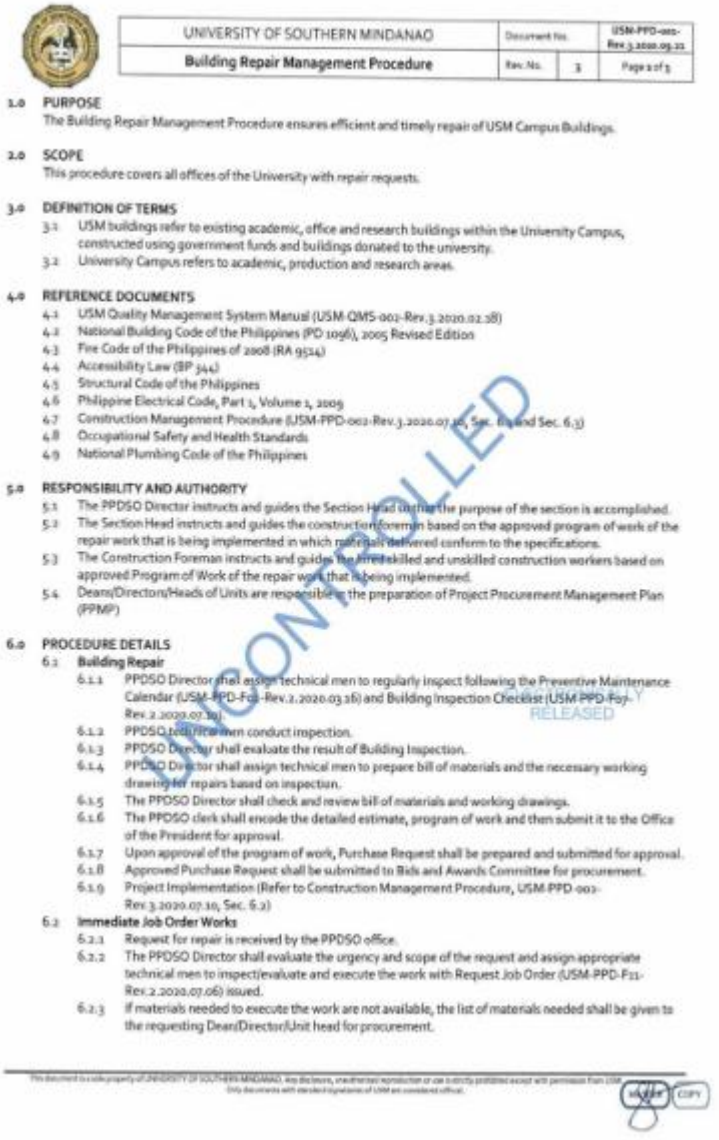
| Document No. | USM-PPD-001-Rev.3.2020.09.21 | Rev. No. | 3 | Page 1 of 3 |
|---|---|---|---|---|

| EFFECTIVE DATE | REV. NO. | REVISION TYPE | CHANGE DESCRIPTION | PAGE AFFECTED | ORIGINATOR |
|---|---|---|---|---|---|
| September 21, 2020 | 3 | Partial | Revised: 1.0, 2.0, 3.1, 3.2, 4.8, 4.9, 5.1, 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.2.1, 6.2.2, 6.3.1, 8.5 | All | ENGR. BENJAMIN FORTINEZ JR. |
| October 10 2019 | 2 | Partial | Revised: 6.1.1, 6.1.3, 6.4.4, 6.1.5, 6.1.6 | 2 | ENGR. BENJAMIN FORTINEZ JR. |
| February 15, 2018 | 1 | New | Newly established in accordance to the Quality Management System Requirements | ALL | ENGR. BENJAMIN FORTINEZ JR. |
| July 04, 2016 | 0 | New | Newly established in accordance to the Quality Management System Requirements | ALL | ENGR. BENJAMIN FORTINEZ JR. |

| Prepared by: | Reviewed by: | | DCC USE ONLY |
|---|---|---|---|
| ENGR. BENJAMIN FORTINEZ JR.<br>Name and Signature | ANITA C. SORNITO, EdD<br>Name & Signature | JENNIFER E. SINCO<br>Name & Signature | DOCUMENT CONTROL INDICATOR<br>MASTER 2021.06.04 COPY |

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UNIVERSITY OF SOUTHERN MINDANAO | Document No. USM-PPD-001-Rev.3.2020.09.21
Building Repair Management Procedure | Rev. No. 3 | Page 2 of 3

**1.0 PURPOSE**
The Building Repair Management Procedure ensures efficient and timely repair of USM Campus Buildings.

**2.0 SCOPE**
This procedure covers all offices of the University with repair requests.

**3.0 DEFINITION OF TERMS**
3.1 USM buildings refer to existing academic, office and research buildings within the University Campus, constructed using government funds and buildings donated to the university.
3.2 University Campus refers to academic, production and research areas.

**4.0 REFERENCE DOCUMENTS**
4.1 USM Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.28)
4.2 National Building Code of the Philippines (PD 1096), 2005 Revised Edition
4.3 Fire Code of the Philippines of 2008 (RA 9514)
4.4 Accessibility Law (BP 344)
4.5 Structural Code of the Philippines
4.6 Philippine Electrical Code, Part 1, Volume 1, 2009
4.7 Construction Management Procedure (USM-PPD-002-Rev.3.2020.07.10, Sec. 6.1 and Sec. 6.3)
4.8 Occupational Safety and Health Standards
4.9 National Plumbing Code of the Philippines

**5.0 RESPONSIBILITY AND AUTHORITY**
5.1 The PPDSO Director instructs and guides the Section Head on that the purpose of the section is accomplished.
5.2 The Section Head instructs and guides the construction foreman based on the approved program of work of the repair work that is being implemented in which materials delivered conform to the specifications.
5.3 The Construction Foreman instructs and guides the hired skilled and unskilled construction workers based on approved Program of Work of the repair work that is being implemented.
5.4 Deans/Directors/Heads of Units are responsible in the preparation of Project Procurement Management Plan (PPMP)

**6.0 PROCEDURE DETAILS**
6.1 **Building Repair**
6.1.1 PPDSO Director shall assign technical men to regularly inspect following the Preventive Maintenance Calendar (USM-PPD-F01-Rev.2.2020.03.16) and Building Inspection Checklist (USM-PPD-F07-Rev.2.2020.07.10)
6.1.2 PPDSO technical men conduct inspection.
6.1.3 PPDSO Director shall evaluate the result of Building Inspection.
6.1.4 PPDSO Director shall assign technical men to prepare bill of materials and the necessary working drawing for repairs based on inspection.
6.1.5 The PPDSO Director shall check and review bill of materials and working drawings.
6.1.6 The PPDSO clerk shall encode the detailed estimate, program of work and then submit it to the Office of the President for approval.
6.1.7 Upon approval of the program of work, Purchase Request shall be prepared and submitted for approval.
6.1.8 Approved Purchase Request shall be submitted to Bids and Awards Committee for procurement.
6.1.9 Project Implementation (Refer to Construction Management Procedure, USM-PPD-002-Rev.3.2020.07.10, Sec. 6.2)
6.2 **Immediate Job Order Works**
6.2.1 Request for repair is received by the PPDSO office.
6.2.2 The PPDSO Director shall evaluate the urgency and scope of the request and assign appropriate technical men to inspect/evaluate and execute the work with Request Job Order (USM-PPD-F11-Rev.2.2020.07.06) issued.
6.2.3 If materials needed to execute the work are not available, the list of materials needed shall be given to the requesting Dean/Director/Unit head for procurement.

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6.2.4 Upon completion of work, the Request Job Oder (USM-PPD-F11- Rev.2.2020.07.06) shall be signed by the requesting Dean/Director/Unit Head for acceptance.

6.3 **Record Keeping**

6.3.1 An appropriate Equipment/Machine/Building Ledger (USM-PPD-F01-Rev.2.2020.09.21) shall be regularly updated.

**7.0 RECORDS RETENTION**

7.1 The Forms and Records used in this procedure shall be retained for a period of three (3) Years for possible review and recall.

7.2 Disposal shall be done through shredding with the permission and authorization of the Management Representative (MR).

**8.0 FORMS AND RECORDS**

8.1 Building Inspection Checklist (USM-PPD-F07-Rev.2.2020.07.16)
8.2 Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16)
8.3 Repair Log Books for Buildings
8.4 Request Job Order (USM-PPD-F11- Rev.2.2020.07.06)
8.5 Equipment/Machine/Building Maintenance Ledger (USM-PPD-F01-Rev.2020.09.21)

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