AREA VIII

PHYSICAL PLANT AND FACILITIES

S.4.3. PROPER UTILIZATION, REPAIR AND UPKEEP OF SCHOOL FACILITIES AND EQUIPMENT

S.4.3. proper utilization, repair and upkeep of school facilities and equipment

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.

Key Responsibilities of the Physical Plant Development Office (PPDO)

1. Routine Inspections and Assessments

    - 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.

3. Emergency Repair Services

- The PPDO is equipped to handle urgent repair needs to ensure the immediate resolution of safety hazards or disruptions in facility operations.
- A response team is on standby for high-priority repairs such as structural damages, electrical malfunctions, water leaks, and broken fixtures, providing swift action to maintain a safe campus environment.

4. Renovation and Modernization Initiatives

- 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.

5. Health and Safety Compliance

- Safety features such as fire alarms, emergency exits, sprinklers, and signage are routinely checked and maintained to ensure compliance and readiness for emergencies.
- PPDO also oversees accessibility modifications, such as ramps, handrails, and elevators, to create an inclusive environment for individuals with disabilities.

6. Facility Upkeep and Aesthetic Maintenance

- Beyond functional repairs, the PPDO is responsible for the overall appearance of campus facilities, including landscaping, painting, and general cleanliness.
- Aesthetic maintenance contributes to a welcoming and inspiring campus environment that aligns with the university's standards of excellence.

7. Communication and Coordination with University Departments

- The PPDO works closely with university departments, faculty, and student organizations to address specific facility needs and communicate ongoing repair schedules or temporary closures.
- A clear communication system is in place to ensure that maintenance activities are well-coordinated, minimizing disruptions to academic schedules and campus events.

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: 6.1.2, 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	Ø	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

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

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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.3.2020.02.18)
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 so 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-Fo2-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.2.2020.07.10)
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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Upkeep of Some of the Buildings







PHYSICAL PLANT AND FACILITIES



PHYSICAL PLANT AND FACILITIES





PHYSICAL PLANT AND FACILITIES

Preventive Maintenance Calendar of Campus Buildings and Vehicles

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

PREVENTIVE MAINTENANCE CALENDAR 2022

(SEMI-ANNUAL)

Entry	NAME OF BUILDING	JULY 1	2	3	4	PM Records Received by	AUGUST 1	2	3	4	PM Records Received by	SEPTEMBER 1	2	3	4	PM Records Received by	OCTOBER 1	2	3	4	PM Records Received by	NOVEMBER 1	2	3	4	PM Records Received by	DECEMBER 1	2	3	4	PM Records Received by
1	COLLEGE OF ARTS AND SOCIAL SCIENCES																													
2	COLLEGE OF AGRICULTURE (Main)																													
3	COLLEGE OF AGRICULTURE (Annex)																													
4	COLLEGE OF AGRICULTURE (Animal Science)																													
5	COLLEGE OF VETERINARY MEDICINE (Main)																													
6	COLLEGE OF VETERINARY MEDICINE (Annex)																													
7	COLLEGE OF VETERINARY MEDICINE (AH)																													
8	ADMINISTRATION BUILDING																													
9	K.E.P. LEARNING RESOURCE CENTER																													
10	OFFICE OF STUDENT AFFAIRS																													
11	PHYSICAL PLANT DEVELOPMENT SERVICES																													
12	COLLEGE OF EDUCATION (Main)																													
13	COLLEGE OF EDUCATION (One Storey)																													
14	COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY																													
15	COLLEGE OF BUSINESS, DEVELOPMENT, ECONOMICS & MGT.																													

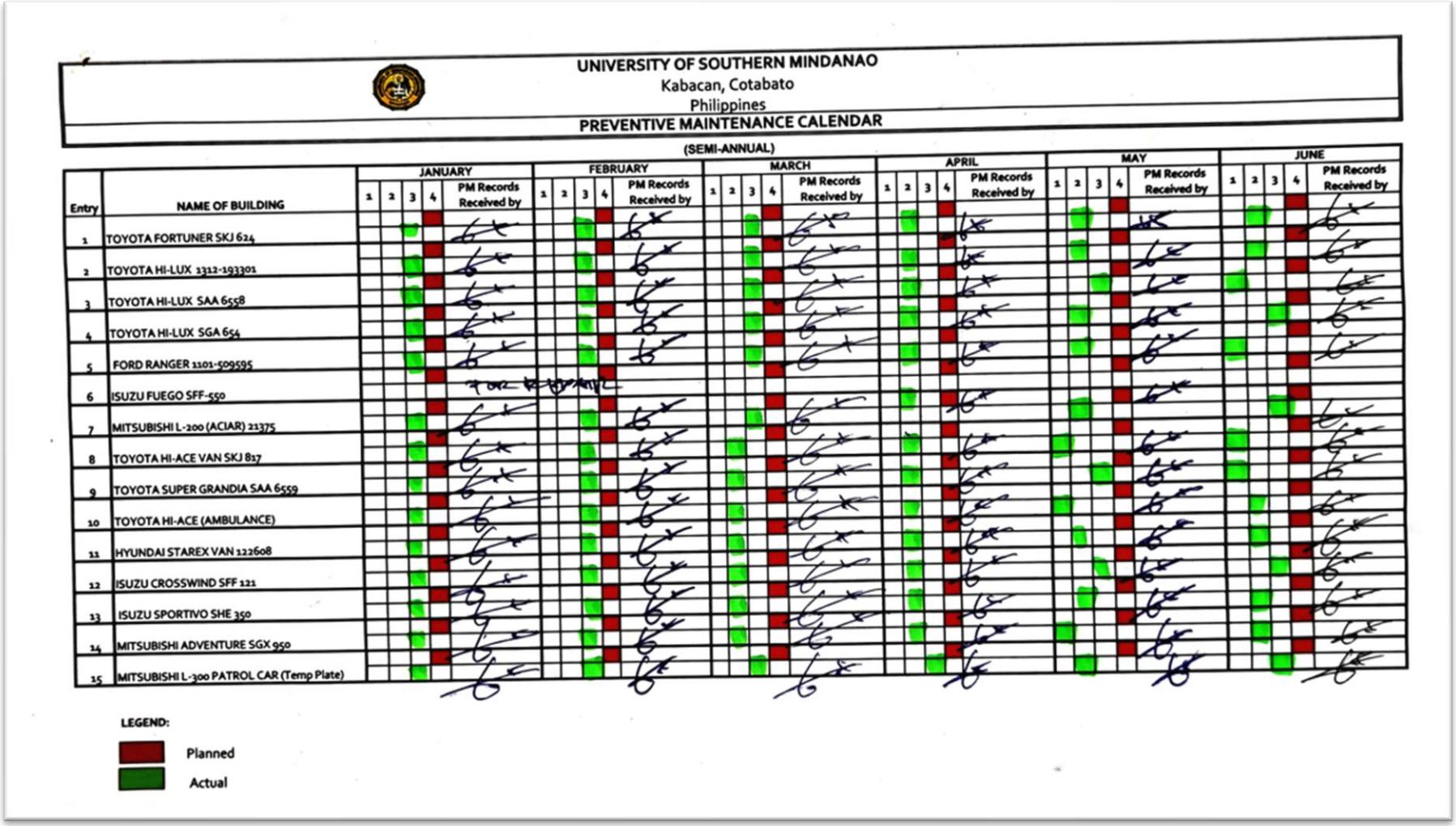
LEGEND:

Planned

Actual

USM-PPD-F02-Rev.2.2020.03.16

Preventive Maintenance Calendar of Campus Buildings and Vehicles



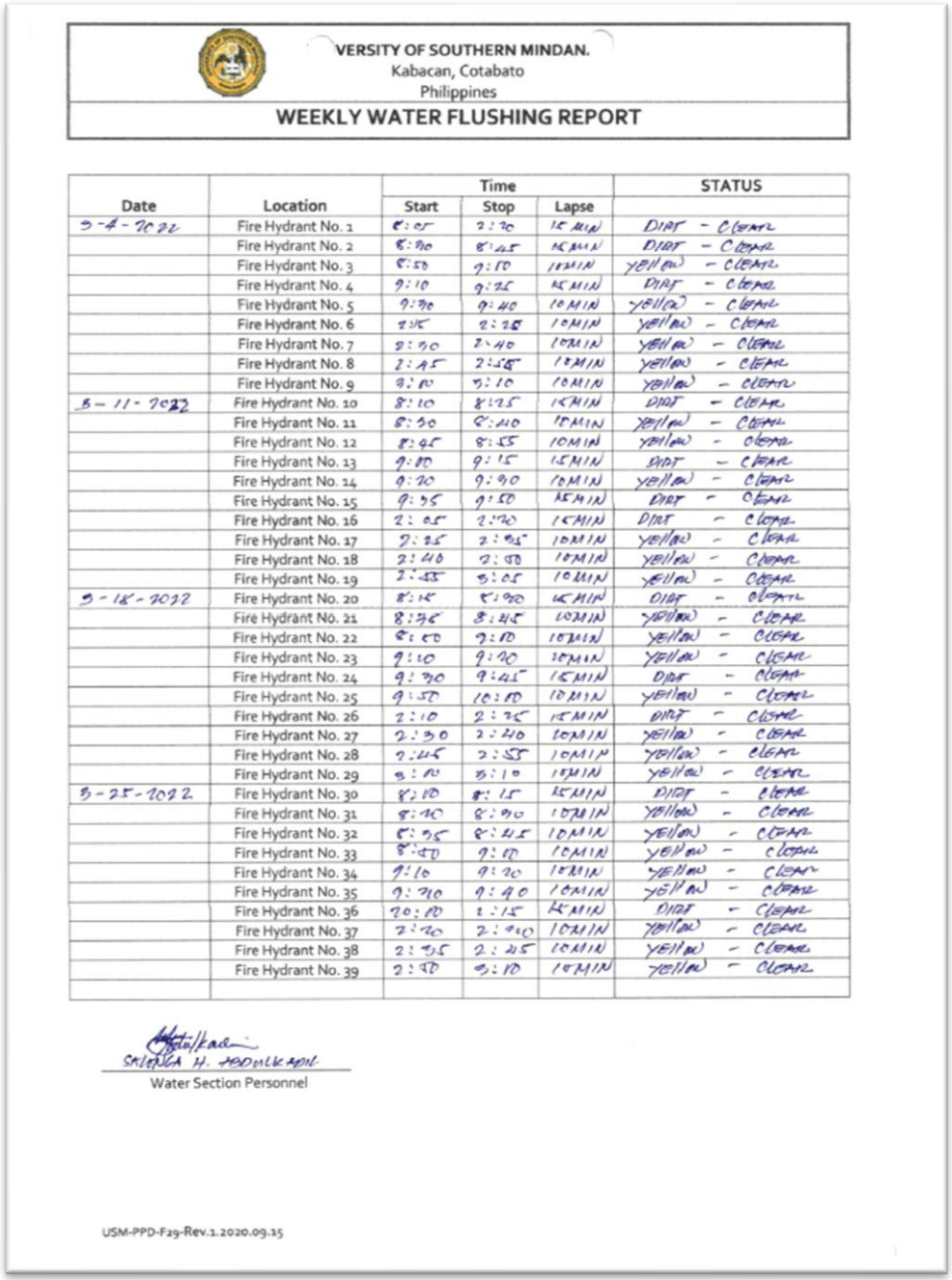
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

PREVENTIVE MAINTENANCE CALENDAR

(SEMI-ANNUAL)

Entry	NAME OF BUILDING	JANUARY 1 2 3 4 PM Records Received by	FEBRUARY 1 2 3 4 PM Records Received by	MARCH 1 2 3 4 PM Records Received by	APRIL 1 2 3 4 PM Records Received by	MAY 1 2 3 4 PM Records Received by	JUNE 1 2 3 4 PM Records Received by
1	TOYOTA FORTUNER SKJ 624						
2	TOYOTA HI-LUX 3312-193301						
3	TOYOTA HI-LUX SAA 6558						
4	TOYOTA HI-LUX SGA 654						
5	FORD RANGER 1101-509595						
6	ISUZU FUEGO SFF-550						
7	MITSUBISHI L-200 (ACIAR) 21375						
8	TOYOTA HI-ACE VAN SKJ 817						
9	TOYOTA SUPER GRANDIA SAA 6559						
10	TOYOTA HI-ACE (AMBULANCE)						
11	HYUNDAI STAREX VAN 122608						
12	ISUZU CROSSWIND SFF 121						
13	ISUZU SPORTIVO SHE 350						
14	MITSUBISHI ADVENTURE SGX 950						
15	MITSUBISHI L-300 PATROL CAR (Temp Plate)						

LEGEND:
Planned
Actual



VERSITY OF SOUTHERN MINDAN.
Kabacan, Cotabato
Philippines

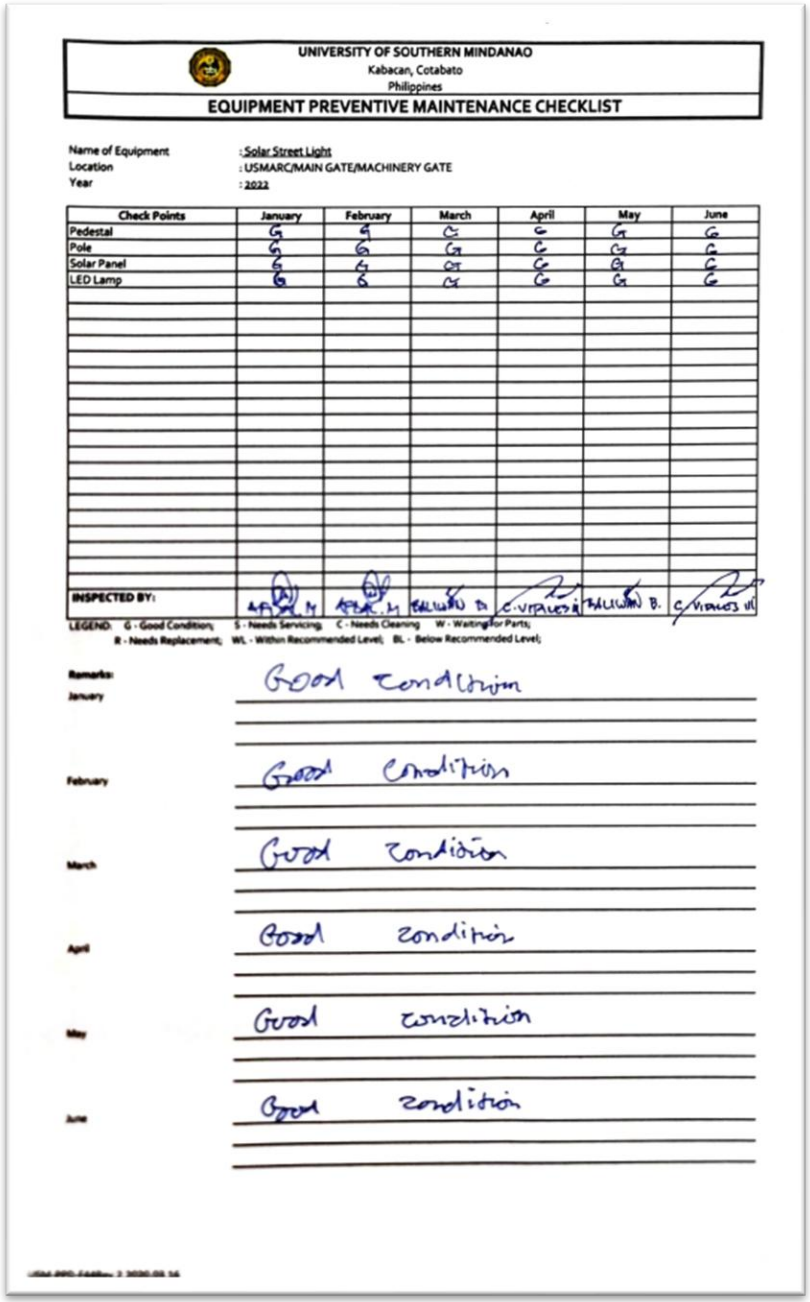
WEEKLY WATER FLUSHING REPORT

Date	Location	Time			STATUS
		Start	Stop	Lapse	
3-4-2022	Fire Hydrant No. 1	8:05	7:20	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 2	8:30	8:45	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 3	8:50	9:00	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 4	9:10	9:25	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 5	9:30	9:40	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 6	9:35	9:25	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 7	9:30	9:40	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 8	9:45	9:58	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 9	9:00	9:10	10 MIN	YELLOW - CLEAR
3-11-2022	Fire Hydrant No. 10	8:10	8:25	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 11	8:30	8:40	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 12	8:45	8:55	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 13	9:00	9:15	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 14	9:20	9:30	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 15	9:35	9:50	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 16	2:05	2:20	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 17	2:25	2:35	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 18	2:40	2:50	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 19	2:55	3:05	10 MIN	YELLOW - CLEAR
3-18-2022	Fire Hydrant No. 20	8:15	8:30	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 21	8:35	8:45	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 22	8:50	9:00	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 23	9:10	9:20	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 24	9:30	9:45	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 25	9:50	10:00	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 26	2:10	2:25	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 27	2:30	2:40	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 28	2:45	2:55	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 29	3:00	3:10	10 MIN	YELLOW - CLEAR
3-25-2022	Fire Hydrant No. 30	8:00	8:15	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 31	8:20	8:30	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 32	8:35	8:45	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 33	8:50	9:00	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 34	9:10	9:20	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 35	9:30	9:40	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 36	9:00	2:15	15 MIN	DIRT - CLEAR
	Fire Hydrant No. 37	2:20	2:30	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 38	2:35	2:45	10 MIN	YELLOW - CLEAR
	Fire Hydrant No. 39	2:50	3:00	10 MIN	YELLOW - CLEAR

SAIFUDA H. ABDULKADIR
Water Section Personnel

USM-PPD-F29-Rev.1.2020.09.15

Weekly Water Flushing Report



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

EQUIPMENT PREVENTIVE MAINTENANCE CHECKLIST

Name of Equipment : Solar Street Light
Location : USMARC/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 - Waiting for Parts; R - Needs Replacement; WL - 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

Equipment Preventive Maintenance