PURPOSE

The purpose of the University of Nevada, Reno Facilities Services Department (FSD) Planned General and Equipment Pre-Use Inspections Policy is to provide guidance to employees who are required to conduct inspections as part of their job responsibilities.

SCOPE

This policy applies to all Facilities Maintenance Services (FMS) employees who are required to perform Planned General Inspections and/or equipment pre-use inspections as part of their job responsibilities.

PLANNED GENERAL INSPECTIONS

General
The following shops or areas require Planned General Inspections:
- Carpenter/Welding/Lockshop
- Central Heat Plant
- Controls
- Custodial Services, Storage Areas, Closets
- Electrical
- Emergency Operations Center
- Fire, Life Safety
• FMS Building
• Grounds Services, Trash and Storage Areas
• HVAC
• HVAC PM
• Paint, including Valley Road Facility
• Plumbing and Storage Areas
• Motor Pool and Yard
• Moving/Asbestos and Storage Areas
• Warehouse/Receiving

Frequency and Responsibility
A Planned General Inspection shall be conducted twice per year by the responsible supervisor and a team comprised of one additional member of the shop/area and one more employees from a different shop, unit or department. Planned General Inspections shall be administered with the Planned General Inspection Checklist including completion of the applicable sections for the specific area of responsibility.

PLANNED GENERAL INSPECTIONS CHECKLIST

Any substandard conditions or practices observed during the Planned General Inspections are reported in writing on the checklist. A copy of the checklist shall be given to the respective area Assistant Director/Manager upon completion of the inspection. The checklist covers the following aspects of the inspection:
• Description of area and items being inspected
• Name of person assigned to handle observed hazard or violation
• Action taken to remedy hazard or violation
• Date of completion
• Signature of supervisor

The checklist shall be updated as areas, equipment, and processes are changed.

Follow-up Procedure
The supervisor or individual assigned to correct substandard conditions or practices observed during the inspection shall receive a copy of the checklist. Remedial actions (for example, writing work orders, blocking off a hazardous area, posting a temporary sign, conducting training) shall be prioritized and completed.

Priority of remedial actions is based on the hazard classification for substandard conditions and practices:
• Class A – potential to cause substantial bodily injury, personal property damage, environmental contamination or loss of campus use
• Class B – potential to cause serious bodily injury, personal property damage, environmental contamination or loss of campus use
• **Class C** – potential to cause minor bodily injury, personal property damage, environmental contamination or loss of campus use.

It is the supervisor’s responsibility to initiate corrective actions for all items noted on the checklist in his/her area of responsibility within the following abatement timeframes:

- **Emergency** (within the shift) – for items marked as Class A hazards
- **Urgent** (within two days of inspection) - for items marked as Class B hazards
- **Routine** (within two weeks of inspection) – for items marked as Class C hazards

Weekly, the supervisor will update remedial actions taken, or provide reasons for delays, on the Planned General Inspection checklist. Once a remedial action is complete, the date is noted on the checklist. When all remedial actions identified during the inspection are complete, the checklist is given to the respective Assistant Director/Manager for review.

The Assistant Director/Manager will periodically analyze the completed Planned General Inspection checklists in his/her respective areas to identify repetitive substandard actions or conditions to evaluate basic or underlying causes. Additional corrective actions to prevent recurring problems shall be developed and implemented as appropriate.

**EQUIPMENT PRE-USE INSPECTIONS**

**General**

All mobile equipment shall be inspected prior to use. Inspection requirements vary by equipment type – heavy, light, cranes/lifts, etc. Use the appropriate checklist for the equipment type.

**Frequency and Responsibility**

Light vehicles shall be inspected by the first operator of the shift. Only one inspection per shift is required.

Heavy equipment shall be inspected prior to each use by the operator.

Mobile cranes, man-lifts or other lifting mechanisms shall be inspected prior to each use by the operator.

**Inspection Procedures and Follow up**

Inspection checklists remain with the equipment. Any condition noted as *bad order* (BO) must be reported to the supervisor who will initiate a work order for repair. If the condition noted is a safety issue with a potential to cause injury or property damage, the supervisor will tag the vehicle out and it will not be used until the condition is remedied. Property damage noted during an inspection will require an accident report.

During equipment service appointments, the Motor Pool will review and file completed checklists and restock the equipment with new forms.
Review and Monitoring
The Assistant Director/Manager is responsible for:

- Ensuring inspections are completed in respective areas of responsibility
- Ensuring corrective actions are initiated within the priority timeframes and following up through to completion
- Conducting inspections in each area of responsibility annually
- Trending observed conditions/actions and developing corrective actions to address recurring problems

The Assistant Director for Maintenance Support Services is responsible for:

- Maintaining a record of completed Planned General Inspections checklists once all remedial actions are completed and reviewed by the respective Assistant Directors/Manager
- Report to Senior Director and/or Manager for Safety of corrective measures taken or reasons for any delays
- Keeping a schedule of areas for inspections, including scheduled dates and times
- Sending out reminders for Planned General Inspections
- Making sure completed Planned General Inspection Checklists are available for audit

IMPLEMENTATION

The Senior Director for Facilities Maintenance Services is responsible for the implementation of this policy.

TRAINING

All FMS personnel required to conduct inspection as part of their job responsibilities shall receive training on the Planned General & Equipment Pre-Use Inspection Policy during the first month of employment. Each FMS supervisor shall ensure review of and compliance with the policy.

COMPLIANCE

Compliance with all UNR and FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.