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	PSC-SOP-VFMS-02	Effectivity:	January 13, 2017

1.0 PURPOSE

The purpose of this document is to provide the procedure in the Engineering and Maintenance Section to upgrade the sports facilities globally standard. Provide supportive and creative environment for the athlete's benefits.

2.0 SCOPE

- 2.1 Prepare plans and design for new construction, improvement, upgrading, renovation, rectification and rehabilitation of eight (8) PSC controlled/ owned facilities.
- 2.2 Execute the emergency, corrective and preventive maintenance of facilities, equipment and machines. Proper monitoring of emergency repairs in all venues. Observe surroundings cleanliness and security measures.

3.0 DEFINITION OF TERMS

- 3.1 Globally standard- the standards guarantee the standardization of quality, safety and operational criteria.
- 3.2 Corrective maintenance- to detect, isolate and rectify a fault so that the failed equipment, machine or system can be restored to its normal state.
- 3.3 Preventive maintenance- it is a systematic inspection, detection, correction and prevention of incipient failures before they become actual or major failure.
- 3.4 Detailed estimates- a forecast of the cost to construct a project based on unit prices of materials, labor and equipment
- 3.5 Work Order- written order from the end-user providing specific complaints either for repairs of facilities/venues/dormitories or equipment or machine.

4.0 REFERENCE DOCUMENTS

- 4.1 Manual for RA 9184
- 4.2 Manuals for Equipment and Machines
- 4.3 Civil Engineering Books
- 4.4 Electrical Engineering Books
- 4.5 Mechanical Engineering Books
- 4.6 Sanitary Engineering Books
- 4.7 Architectural Books
- 4.8 Brochures for Sports Facilities materials and equipments



5.0 PROCESS FLOW

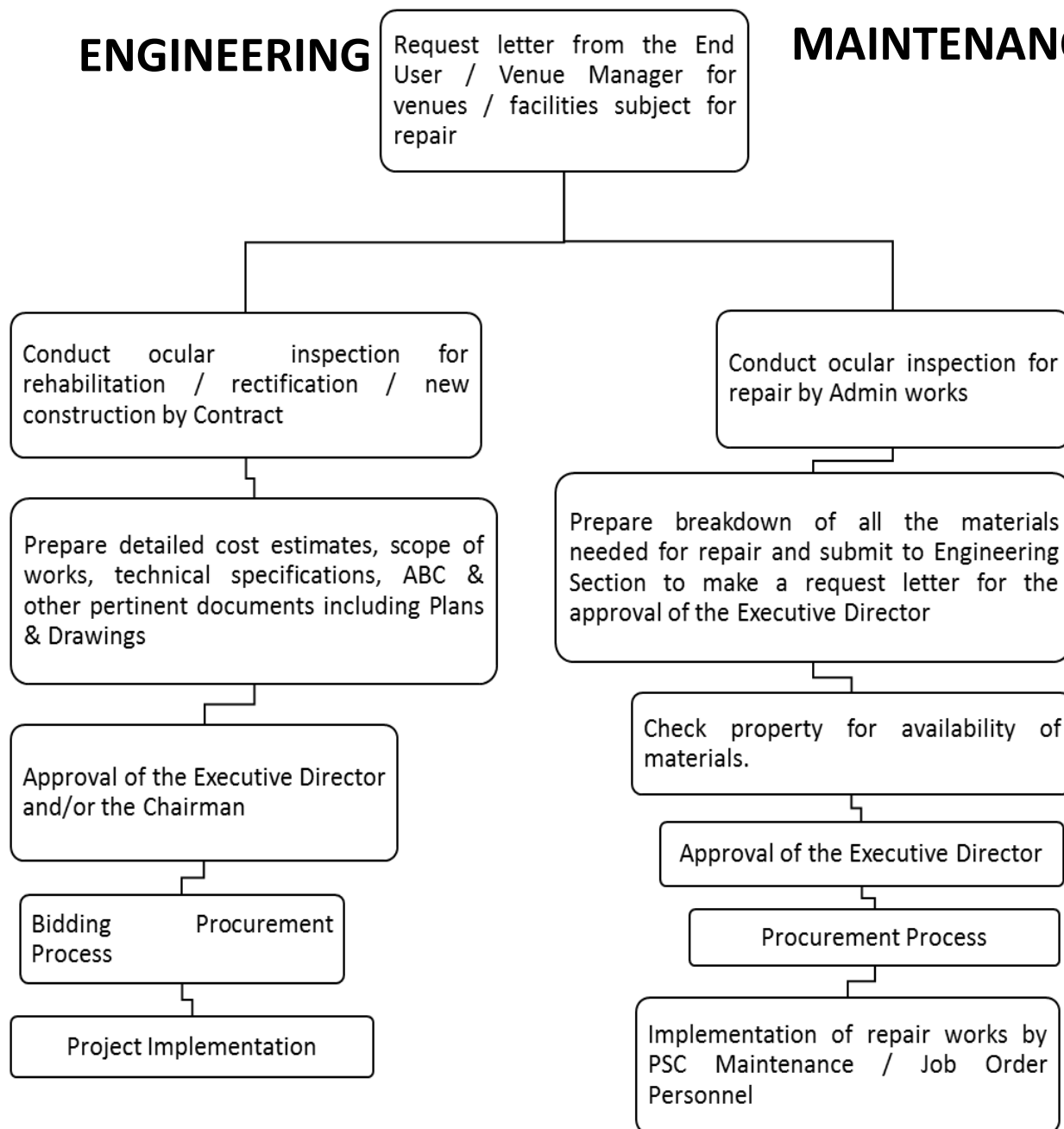
RESPONSIBLE


FLOW CHART

REFERENC

ENGINEERING

MAINTENANCE



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6.0 PROCEDURE

6.1 Request for Construction/ Rehabilitation/ Upgrading/ Renovation/ Improvement

There must be a request from the end user. An ocular site inspection is conducted and evaluate as a basis to prepare for the plans and drawings. Seconded, prepare detailed cost estimates, program of work, scope works, technical specifications, approved budget for the contract (ABC) subject for the approval of the Board.


After successful bidding is the project implementation. During implementation, assigned inspector (engineers) will supervise the daily activities. Prepare accomplishment report/progress billing of the project. Attached with Certification of Completion of 100%, Certificate of Final Inspection and Acceptance, the surety bond (for advance payment), performance bond (submitted after issuing of Notice of Award), Surety Bond (for final payment) and warranty bond (for retention payment). All pertinent bidding documents will also submit to accounting division. Attached the construction methods, construction safety and health program, construction schedule and s-curve, cash flow by quarterly payment schedule, detailed estimate for the contract cost, detailed estimates for the approved budget for the contract, quantity take-off for the contract cost, quantity take-off for the approved budget for the contract, bar chart, PERT-CPM, manpower requirement and equipment schedule. All these documents must submit completely and adhere to contract subject for review, evaluation and technical inspection of the Commission on Audit (COA).

6.2 Request for Repairs

For in-house maintenance, end-user must request for the type of work to be done. Assigned Engineer will conduct actual inspection and prepare work order form and assign maintenance personnel based on the nature of the work. Engineer will evaluate the completed work and the end user will certify the work accomplished by affixing his signature in the work order form and kept on file as reference for IPCR. If materials are needed to be purchased, a request letter must be approved by Executive Director and check first if the materials are available from the Property Office. If not available it will undergo to procurement process.

6.3 Emergency, Corrective and Preventive Maintenance

The activities undertaken to emergency and corrective maintenance must give importance immediately to detect and rectify the failed equipments (such as

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generators, pumps, etc.), the machines (such as elevator etc.) or system that can be restored to its normal function.

Preventive maintenance undergo the initial failure of inspection, detection and prevention before they become actual or major failures. Airconditioning Units must apply the preventive maintenance in a weekly, monthly, quarterly and annually maintained as well as the elevator machines. Electrical wirings, floodlights, telephone cable are also needs preventive maintenance.

7.0 FORMS ATTACHED

- 7.1 Work Flow Form
- 7.2 Detailed Estimate Form
- 7.3 Bill of Quantity Take-off Form
- 7.4 Program of Works Form