

## **MAXABILITIES OF YORK COUNTY**

**POLICY TITLE:** Preventative Maintenance

**EFFECTIVE DATE:** February 1, 2001

**POLICY REVISION:** June 26, 2025  
February 1, 2001

**REFERENCE:** HUD Requirements  
SCDHEC Licensing Standards

**RELATED PROCEDURAL DOCUMENTS:** Transportation Manual

**PURPOSE:** To ensure consumers live in a safe, well-maintained environment, to ensure consumers are transported safely and to reduce costs associated with repair or replacement of agency equipment, property and vehicles.

**SCOPE:** This policy applies to all critical equipment, systems, vehicles and facilities owned/operated by MaxAbilities of York County. Preventative maintenance tasks will be scheduled based on manufacturer guidelines, industry standards and/or regulatory requirements.

**PREVENTATIVE MAINTENANCE TOOLS:**

1. Monthly Household Safety Checklist
2. Vehicle Checklists (Daily, Monthly)
3. Maintenance Work Orders
4. Maintenance Facility Checklist

**RESPONSIBLE STAFF:**

1. Maintenance Supervisor
2. Maintenance Staff
3. Fleet Manager
4. Program Managers

**GENERAL PROGRAM PRACTICE:**

1. Program staff/ managers will check adaptive equipment daily to ensure operable status. For items needing repair, a work order will be completed and forwarded to the maintenance department via email. At the time equipment is identified as needing repair, it is to be marked as not to be used and removed from service/use until the repair need can be addressed.

2. Program managers are responsible to complete monthly home and vehicle checklists to identify issues that may need maintenance. These checklists are to be submitted to Department Directors monthly.
3. Quarterly, administrative staff complete facility checks to identify issues that may need to be addressed.
4. For non-emergency items noted to need repair, work orders are available on the agency website and can be submitted at any time.
5. For emergency items noted to need repair, MaxAbilities has a maintenance staff member on-call 24/7.
6. At the time equipment is identified as needing repair, it is to be marked as not to be used and removed from service/use until the repair need can be addressed.

**MAINTENANCE/FLEET PRACTICE:**

1. Maintenance staff members will complete a checklist on each location in their designated service area on a biannual basis to identify maintenance needs.
2. The Fleet Manager will oversee completion of monthly vehicle checklists.
3. While maintenance staff are completing checklists, they will make necessary adjustment, repair and/or recommend service.
4. If agency staff cannot repair, the item will be repaired via an established vendor.
5. Copies of checklists will be made by maintenance and or fleet management staff and filed in the designated maintenance file location. (HUD and CRCF require a preventative maintenance policy for their respective facilities)
6. Directors over HUD/DHEC locations will maintain preventative maintenance files for HUD and/or DHEC reviews in each related program.
7. If repair costs are associated with repair, staff and/or maintenance staff will complete maintenance request and forward bill through regular approval channels.

**PREVENTATIVE MAINTENANCE PROGRAM REVIEW:** The overall preventative maintenance program and related policies/procedures will be reviewed annually and updated as needed.

**PROCEDURE:** All related procedural documents/ practices are to be developed and maintained by the MaxAbilities Executive Director/designee in keeping with the dictates of the most current version of applicable regulatory standards.