STANDARD OPERATING PROCEDURE # FDO 1.010

Subject: Vehicle Maintenance

Purpose and Scope: To provide the standard process for organization vehicle maintenance and repair performed by private sector firms.

Procedures: Vehicles assigned to Facilities Development & Operations, Facilities Planning, Maintenance & Construction, and Utility Operations shall have contractual preventative maintenance performed every six (6) months. Corrective maintenance will be performed as requested.

Preventative Maintenance @ Six (6) Month Intervals

Work Control will be responsible for:
1. A work order will be generated automatically in the TMA System notifying the department when it is time to schedule preventative maintenance service.
2. Record the vehicle mileage at the time of service.
3. Notify the department’s office administrative assistant when preventative services have been completed and the vehicle is ready for pick-up.
4. Obtain the original invoice from the private sector firm and signature from the office administrative assistant before the vehicle is released back to the department.

Other Repairs or Services as Required

The department will be responsible to:
1. Submit a work order with the vehicle license number, vehicle number and the department’s index number.
2. Deliver the vehicle, with key, to Work Control by 4:30 pm the day before the repair service is scheduled. If the vehicle is not drivable, call Work Control to schedule a tow truck for pick-up.
3. Tire Repair and Replacement: Submit a work order through the TMA System with the request. Tires will be replaced with new tires from a private sector firm on state contract.
4. Emergency Service: Submit a work order or call Work Control and request wrecker service for transport of vehicle. Estimates are required before any work is performed on the vehicle.
5. Billing: All charges on vehicles will be charged to Work Control’s P-CARD. The charges will be cleared through the Banner System to the department’s index number provided.
6. Authorized personnel: will sign the invoice when the vehicle is obtained from Work Control, Bldg. 93.
Private Sector Firms will be responsible for the following:
1. Pick up and return vehicles to and from the designated area.
2. Email or fax contact person (Work Control) of an estimated cost of repair before any corrective work is performed on the vehicle. Approval by the Department Director or Assistant Director is required.
3. Wash/Cleaning vehicle inside and out before delivering back to the department.

Developed by: Work Control / Facilities Planning, Maintenance & Construction, and Utility Operations

Approved by:

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28 May 15