

LOURDES SCHOOL OF MANDALUYONG

Shaw Boulevard corner Saint Francis Street, Greenhills East, Barangay Wack-Wack, Mandaluyong City 1552
P.O. Box 12959, Ortigas Center, Pasig City 1605
PAASCU ACCREDITED Level II



LOURDES SCHOOL OF MANDALUYONG OFFICE OF THE PHYSICAL PLANT AND FACILITIES

PREVENTIVE MAINTENANCE PROGRAM

I. RATIONALE

School facilities may not be all-end-all of everything but they are as vital as the acquisition of competent personnel in the pursuit of academic excellence. Their complimentary and supplementary roles in the over-all scholastics endeavors somehow reinforce and sustain the long-term goals of delivering quality education. More often than with the availability of necessary facilities, curricular designs become more viable and doable. Techno-savvy students are further empowered to beat par with, if not surpass, other equally talented computer geeks because of the provision for the “tools” which technology-driven society considers as paramount for modern living. Mentors’ daily preoccupations such as the execution of lesson plans as well as the preparation of visual-aids, power point presentation of lessons, and other paper works including the computation of grade are made less complicated and burdensome. And notwithstanding the rigorous academic formation students are constrained to grapple with, they always manage to get the better of their predicament partly due to the comfort and reassurance they imbibe as they take pleasure in the physical resources the school can offer. These are only some of the numerous gains that can be derived when there are facilities that can be utilized for a particular purpose and specific need.

However, the continuing upkeep and upgrading of facilities must be constantly on the drawing board. Never should it be relegated to the background. When the effort is replete with dynamism, the message it conveys is encouraging. It manifests, among others, an unyielding commitment of the school to the integral development of students. It is this vein that the corresponding consideration to be tendered to the Physical Development Program will undeniably validate the oft-repeated assertion that the school is paragon for academic excellence.

II. CONDITIONS

The observation below definitely illustrates the continuing need for implacable if not incessant improvement and serious but undemanding maintenance of facilities for a better assimilation and more interesting acquisition of foundational knowledge on the part of the students with relative ease on the part of the faculty. To wit:

1. There is a need to make major repairs because of the timeworn conditions of the buildings.
2. There is a continuing need to improve the safety features of the buildings.
3. Water supply of some areas is undersupplied and inadequate.
4. Power consumption is costly and prohibitive.
5. Electronic gadget and electrical devices from time to time miss their mark or fall short of expectations.
6. Newly refurbished facilities show early signs of deterioration primarily due to the use of economized, it not sub-standard materials and questionable workmanship.
7. There is a need for proper maintenance of facilities.
8. There is a continuing need for close supervision of the Maintenance personnel.

III. OBJECTIVES

In view of the forgoing, the Physical Plant Development Program seeks to achieve the following objectives:

1. To provide a dynamic learning environment that is responsive to the integral need of the students;
2. To facilitate the delivery of quality instructions;
3. To complement and supplement diverse endeavors in pursuit of academic excellence;
4. To fast track the necessary repairs to be undertaken;
5. To sustain the effort being done to maintain the facilities being developed;
6. To ensure the proper care and diligent safekeeping of the facilities;
7. To reinforce and solidify moves to engages in the costly enterprises of improving existing and installing new facilities;
8. To arrest the soaring expenditure for power consumption;
9. To professionalize the rank of the Maintenance staff; and
10. To conduct activities that gear toward the character formation of the Maintenance personnel.

IV. PROGRAM DESCRIPTION AND MANNER OF IMPLEMENTATION

Scope of Responsibilities

Actual maintenance practice refers to a specific facility and set problems grouped in to two classifications. The primary functions of maintenance is to provide daily support services and the secondary functions is to work and performed as general support service as need arise.

A. Janitorial and Ground Maintenance

1. Clean buildings, offices, classrooms and surroundings
2. Keep office equipment and furniture clean
3. Collect and dump garbage in the right place
4. Fill drinking containers with safe and potable water
5. Keep toilet and closets clean and sanitary at all times
6. Scrape or clean canals, gutters and similar structures
7. Keep and safeguard cleaning tools and materials
8. Perform landscape gardening or routine clearing maintenance work
9. Water, weed out and trim hedges and plants
10. Water, fertilized and cultivate plants
11. Sweep and rake leaves, dump rubbish in proper place
12. Plant ornamental herbs/shrubs
13. Monitor and follow the energy conservation of the school
14. Turn-on and turn-off all appliances especially aircon, electric fan, tv, projector, computers, etc.

B. Building Electrician

1. Prepares specifications and job orders for the materials needed
2. Conducts daily ocular inspection of electrical wiring, device/fixtures
3. Replaces and repair damaged or defective device electrical wiring, connections, controls and electrical system input and output
4. Operates maintain and make necessary adjustments on electrical fixtures and accessories
5. Installs electrical device and wiring system
6. Installs and test electrical circuit appliances, equipment, motors and generators
7. Interpret wiring plants
8. Prepares and submit required report and
9. Performs related task assign to him

C. Aircon Technician

1. Conducts routine inspection of electrical control
2. Conducts trouble shooting and repair, install air-conditioning units
3. Performs preventive maintenance of air-conditioning units
4. Carry-out regular general cleaning of air-conditioning units as scheduled
5. Prepare and submit monthly accomplishment report

D. Carpenter

1. Perform carpentry work in the construction, maintenance and repair of building furniture and fixtures
2. Cut and install frames. floor joist, rafters and similar wooden structural parts
3. Interpret simple construction plan
4. Install windows frames, sashes, doors, doors frames, interior partitions, wall paneling, wainscoting and similar fittings and trimmings
5. Make/fabricate and repair office furniture
6. Assist other skilled worker (electrician, plumbers, mason, and others) in the preparation and setting of scaffolding and other wooden frames to support structure or paneling on which electrical devices/appliances will be attached, plumbing repair to be made, concrete plastering to be undertaken
7. Prepared and submit estimate for any proposed carpentry project
8. Submit required report of accomplishment and
9. Perform other related work

E. Plumber

1. Conduct routine inspection of plumbing system such as water pipelines, fixtures and the Like
2. Repair/replace and/or fix defective or leaking water and sewerage pipelines, plumbing fixtures, and building drainage conduits
3. Install water pipelines to improve water and drainage system
4. Prepare and submit estimate for any proposed plumbing works
5. Submit a reports of accomplishment
6. Perform other related work

F. Mason

1. Conduct routine inspection of concrete portion of the buildings
2. Repair damage portion of the structures
3. Repair, replace, broken tiles, plaster cracks on the walls, floors and stairs
4. Repair damage concrete toilet bowl base, concrete sink table and the like
5. Mop wash tub, gutter and rain water barriers and bill traps
6. Prepare and submit estimate for any proposed mason works
7. Submit accomplishment report
8. Perform other related work

G. Welder

1. Conduct routine inspection of steel portions/parts of the buildings and structures
2. Remove rust from all steel portion/parts of the building and structures and apply anti rust and paint
3. Repair/replace damage or defective steel portion of the structures
4. Prepare and submit estimates for any proposed welding works
5. Submit reports of accomplishment
6. Perform other related work

H. Pest Control

1. Conduct routine inspection of the building, grounds and other structures to determine pest infestation
2. Control or eradicate minor infestation apply and spray infested areas with water based insecticides/pesticides
3. Inspect rodent infestation and apply rat poison/traps
4. Perform other related work

PROCEDURE OF MAINTENANCE AND JANITORIAL WORK

Prior to the procurement/installation of new electrical appliances apparatus/device, equipment and repair/replacement secure the approval request coming from the office of the treasurer noted by the Head, Maintenance Service.

Activities	Mechanics	Area of Responsibility
1. Electrical	Repair of Defective Lighting Fixtures 1. Check the following: • Power Supply	Physical Plant and Facilities Coordinator

Activities	Mechanics	Area of Responsibility
	• Circuit breaker/safety switches fuse • Wiring and switch • Fluorescent tube and holder • Starter ballast 2. List down defective materials to be replaced 3. Observe remedial safety measures • Turn off the power • Replace defective electrical devices/fixtures • Reconnect the disconnected wire Repair of Defective Electric Motor 1. Check motor wiring, grounding and worn-out bearing 2. Conduct continuity test and 3. Rewind the starter coil and replace the worn-out bearing	Finance Director
2. Refrigeration and Air-conditioning Unit	1. Check the following • Power supply • Thermostat • Overload protector	Physical Plant and Facilities Coordinator Finance Director

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	- Leakage refrigerant - Compressor motor 2. Observe remedial measure - Replace fuse or reset circuit breaker - Fix the disconnected wires - Adjust thermostat - Replace overload protector - Eliminate leakage and charge with Freon gas - Replace the defective device	
3. Plumbing	1. Leaking pipes Remove the damage portion and replace with new pipe	Physical Plant and Facilities Coordinator Finance Director
4. Welding	Installation of newly metal gates, perimeter, fencing and other iron works 1. Prepare a scope of work for specific iron works	Physical Plant and Facilities Coordinator

	2. Proceed to the work being programmed when the supplies, materials are available On repair of metal iron works 1. Used appropriate welding rod to the kind of metals that need repairs 2. Set the proper amperage/voltage when the welding are installed	Finance Director
5. Masonry	There are some requirements to be considered prior to the masonry 1. Coordinate with proper authority prior to the construction of concrete structures 2. Consider the proper ratio of process whenever masonry works are carried	Physical Plant and Facilities Coordinator Finance Director

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	out such as structures on erecting walling, paving, cementing corridors, flooring and other concrete structures	
6. Termite Control Treatment	1. Soil poisoning around the perimeter of the building either by trenching or soil injection method to prevent entry of termites into the building 2. Spraying of termicidal solution on all wood structures affected or susceptible of termite infestation 3. Sub-slab treatment inside the building where termites have been observed to pass thru by drilling $\frac{3}{4}$ in diameter holes and injecting termicidal solution therein using high pressure slab injector. Drilled holes shall be sealed with cement after treatment 4. Dusting with good contact insecticides powder on all electrical outlets, cement crack, crevices and other possible passageway of termites 5. Demolition and treatment of all termite mounds if any within the building premises	Physical Plant and Facilities Coordinator Finance Director
7. Janitorial and Ground Maintenance	1. Clean buildings, offices, classrooms and surroundings 2. Keep office equipment and furniture clean	Physical Plant and Facilities Coordinator

	3. Collect and dump garbage in the right place 4. Fill drinking containers with safe and potable water	Finance Director
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	5. Keep toilet and closets clean and sanitary at all times 6. Scrape or clean canals, gutters and similar structures 7. Keep and safeguard cleaning tools and materials 8. Perform landscape gardening or routine clearing maintenance work 9. Water, weed out and trim hedges and plants 10. Water, fertilized and cultivate plants 11. Sweep and rake leaves, dump rubbish in proper place Areas to be service a. General/common areas 1. Entrance 2. Reception areas 3. Hallways/corridors 4. Offices 5. Faculty room 6. Classrooms 7. Conference room 8. Computer room 9. Gym 10. Restroom 11. Auditorium b. Ground 1. Landscape 2. Plants/trees 3. Gardens 4. Gutter 5. Drainage/canals 6. Sidewalk/path walk 7. Playground	
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	Procedure a. Daily 1. General Areas ● Remove spillage and unnecessary marks ● Empty all trash receptacles replace liners, and separate/dispose trash accordingly to a collection process ● Clean finger prints and smuggles on entrance glass doors ● Clean and sanitized drinking fountains remove mineral build-up and polish with required metal polish ● Clean patio tables and chairs ● Clean door surfaces ● Mop hard surface floors to remove stains or spillage marks ● Apply wax in the floor, corridor, classrooms and offices ● Vacuum/sweep all carpeted area ● Prepare and clean venues/conference for activities 2. Restrooms ● Empty wash and disinfect trash receptacles ● Restock toiletries and other ● Clean polish mirrors removing any hard water mark and streaks ● Clean and disinfect door and partition handles ● Clean and disinfect sinks, toilet seat and urinals	
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	● Remove smudges and graffiti on walls ● Sweep floor and mop with disinfectant solution ● Apply air freshener 3. Ground ● Perform landscape gardening or routine clearing and maintenance work in office, classrooms, Laboratory, corridor and environment ● Sweep and rake litters and leaves ● Collect segregate and dump wastes to a collection area	
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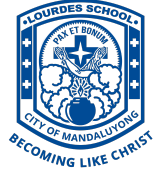
	● (Biodegradable, non-biodegradable and recyclable materials) ● Clean canals and water drainage b. Weekly 1. General Areas ● Dust thoroughly all classroom, office furniture, including desk, computers, tables, files cabinet, windowsills, bulletin board decors, ledges and pasimano ● Disinfect all light switches and door handles ● Vacuum carpeted areas wall to wall ● Sweep and mop thoroughly hard surfaced floors	
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	● Clean and sanitized restroom partitions and walls around toilets and urinals ● Dust mirrors, doors, partition and air ventilation 2. Ground ● At the start of the week bring in potted ornamental plants and take them out at the end of the week/holidays ● Check to determine plant disease (presence of egg, pupa and larva) c. Monthly ! . General Areas ● Dust thoroughly all vertical surfaces of office furniture, like desk, tables, chairs and files cabinets ● Clean dust air ventilations, top of doors, doors frame, ceiling corners and edges ● Dust indoor plants (natural and artificial) using bio-safe cleaning agents if necessary ● Clean dust all billboards	
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	● Vacuum upholstered furniture ● Vacuum carpet edges and corners along walls ● Clean spot/smudges on walls ● Change and wash curtains ● Clean window blinds	
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	● Perform monthly check up of equipment 2. Ground ● Check/observe productivity and growth plants ● Apply organic fertilizer when necessary d. Quarterly 1. General Areas ● Remove all dust and clean all area concern 2. Ground ● Trim, prune and cut dead or excess branches of trees and brush to improve appearance, health and value of trees and shrubs ● Erect/paint fence, stairs and pots when necessary	
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SPECIFIC PLANS

Project	Objectives	Mechanics	Area of Responsibility
1. Periodic Maintenance of Facilities	To ensure the uninterrupted flow of the academic year To guarantee the optimum utilization of the facilities To enhance their efficiency and performance	General Cleaning will be undertaken for the following; a. Once a year ● Walls ● Staircase ● Blinds ● Lights/lamps ● Curtains b. Semestral	Physical Plant and Facilities Coordinator Finance Director

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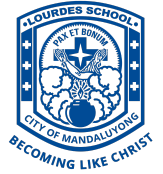
		• Air-conditioning • Water station • Rooftop gutters	
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		• Water tanks • Ceiling/wall fans • c. Quarterly • Water • Dispenser • Down spouts d. Weekly • Aircon filters • Water containers • Dust thoroughly all classroom, office furniture, including desk, computers, tables, files cabinet, windowsills, bulletin board decors, ledges and pasimano • Disinfect all light switches and door handles • Vacuum carpeted areas wall to wall • Sweep and mop thoroughly hard surfaced floors	
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		● Clean and sanitized restroom partitions and walls around toilets and urinals ● Dust mirrors, doors, partition and air ventilation e. Daily General Areas ● Remove spillage and unnecessary marks	
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		● Empty all trash receptacles replace liners, and Separate/dispose trash accordingly to a collection process ● Clean finger prints and smuggles on entrance glass doors ● Clean and sanitized drinking fountains remove mineral build-up and polish with required metal polish ● Clean patio tables and chairs	
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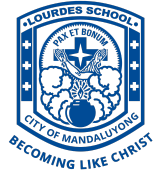
		• Clean door surfaces • Mop hard surface floors to remove stains or spillage marks • Apply wax in the floor, corridor, classrooms and offices • Vacuum/sweep all carpeted area • Prepare and clean venues/conference for activities Restrooms • Empty wash and disinfect trash receptacles • Restock toiletries and other	
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		• Clean polish mirrors removing any hard water mark and streaks • Clean and disinfect door and partition handles • Clean and disinfect sinks,	
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		toilet seat and urinals ● Remove smudges and graffiti on walls ● Sweep floor and mop with disinfectant solution ● Apply air freshener Ground ● Perform landscape gardening or routine clearing and maintenance work in office, classrooms, Laboratory, corridor and environment ● Sweep and rake litters and leaves ● Collect segregate and dump wastes to a collection area (biodegradable and non-biodegradable and recyclable materials) ● Clean canals and water drainage	
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2. Making Repairs and renovations	To avoid any disruption in the delivery of service To foster productivity and excellence through continuous upgrading of facilities To better serve the interest of the students	The following repairs and renovation will be conducted depending on the availability of the much-needed funds: • Total overhaul of leaking roofs • Water-proofing of gutter • Replacing of swollen ceilings • Laying out new pipelines for water supply improvement • Replacing broken outlets/switches • Installation of safety compartments for the window sills of HS gym • Construction of fabricated cabinets, tables, counters, shelves and other furniture's • Greening of the campus • Renovation of comfort rooms, offices, rooms, halls, etc.	Physical Plant and Facilities Coordinator Finance Director Rector
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		- Replacing broken jalousies - Installation of inverter type aircon for every room for the	
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		- eventual implementation of energy conservation scheme - Installation of Materials Recovery facility - Installation of Rain catchment facility for rain water harvesting - Installation of Solar to reinforce The current electricity consumption	
3. Operation restoration	To provide or weather-beaten resources with enhanced appearance To further beauty the campus	For aesthetic purposes, the following will be repainted Peeled/scrapped portions of paint of the buildings	Physical Plant and Facilities Coordinator Finance Director Rector

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		- Chairs, tables, cabinets, cubby holes - Offices, halls laboratories, rooms	
5. Maintenance Staff Professional and Personality Development	To boost the morale and self-esteem of the Maintenance Personnel To instill laudable worth ethics and proper disposition towards daily routines To be encourage and motivated to be efficient and diligent	1. Quarterly Evaluation Every quarter they will be evaluated the results of which will be used as basis in determining their efficiency rating for the year. 2. Efficiency Rating The efficiency rating will be derived from the quarterly evaluation they receive. This will be done towards the end of the school year.	Physical Plant and Facilities Coordinator Guidance HR, PRDO Principal Finance Director

	To foster unity and camaraderie for a better work relationship	3. Team Building Activity annually the maintenance personnel will undergo activity in coordination with the office of Treasurer	
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Lourdes School maintenance carried out in order to prolong the life expectancy of the school buildings, its facilities and equipment. To meet the minimum standard condition of the school and adopt a systematic and proactive prevention and repairs.

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