

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Date: April 29, 1981

To: Presidents

From: Harry Harmon  
Executive Vice Chancellor

Subject: Establishment of Planned/Programmed Maintenance -  
Executive Order No. 343

I am transmitting to you a copy of Executive Order No. 343 which requires the establishment of a Planned/Programmed Maintenance system in the State-budgeted Plant Operations Department(s) of each campus.

This system is being implemented in accordance with the intent of the Legislature expressed in the Supplementary Report to the Committee on Conference on the Budget Bill (see Section 16 of the Budget Act of 1980), Item 379, relating to The California State University and Colleges, as follows: "The Chancellor's Office shall ensure that a preventive maintenance program is implemented on each campus and shall report each year by November 30 on the status of implementation. Such report shall be submitted to the Department of Finance and the legislative budget committees." Planned/Programmed Maintenance was recommended by the Task Force on Plant Maintenance. Your counsel on this matter was carefully considered before issuing this Executive Order.

A plan for implementation of this Executive Order is to be submitted by each campus to D. Dale Hanner, Vice Chancellor, Business Affairs, by July 1, 1981.

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Distribution: Vice Presidents  
Executive Deans  
Business Managers  
Directors of Plant Operations  
Chancellor's Staff

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It is your responsibility as President to implement Executive Order No. 343 where applicable and to maintain the campus repository and index for all Executive Orders.

HH:lf

Attachment

**THE CALIFORNIA STATE UNIVERSITY AND COLLEGES**  
**Office of the Chancellor**  
**400 Golden Shore**  
**Long Beach, California 90802**

**Executive Order No.:** 343  
**Title:** Establishment of Planned/Programmed Maintenance  
**Effective Date:** On Receipt  
**Supersedes:** None

This Executive Order is issued pursuant to authority granted by Education Code Sections 89030 and 89031 and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the CSUC.

Effective immediately, each campus shall initiate a Planned/Programmed Maintenance management system that will provide systematic maintenance of State-owned campus facilities, program future special maintenance and repair project requirements, identify deferred maintenance needs, and schedule replacement of Group I equipment.

The campuses may retain flexibility in plan development, but each management system shall incorporate the following phases:

1. An annual physical audit of each facility to identify maintenance/repair program requirements;
2. A Facility Condition Report completed annually for each facility;
3. An inventory of periodically maintained Group I equipment, including:
  - a) Nomenclature (type, size, capacity, manufacturer, etc.)
  - b) Location
  - c) Condition
  - d) Maintenance tasks and frequencies
  - e) Maintenance schedule
  - f) Cost data
  - g) Useful life expectancy
  - h) Warranty coverage;
4. A current comprehensive schedule for all maintenance work to be accomplished in a timely manner;
5. A work order system to carry out tasks identified in the schedule;
6. A procedure which will provide management with a means to measure the effectiveness of Planned/Programmed Maintenance;

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7. A current, prioritized annual and five-year projection list of special repair projects;
8. A current annual listing of unfunded deferred maintenance projects; and
9. A current annual listing of Group I equipment programmed for replacement.

The Vice Chancellor, Business Affairs, will be responsible for systemwide coordination of the Planned/Programmed Maintenance system and for review of each campus plan. The Chancellor's staff is prepared to assist, where necessary, in plan development.

  
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Glenn S. Dumke, Chancellor

Dated: April 29, 1981