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Description描述:

PURPOSE: To reduce down time by minimizing mechanical failure, reduce operating costs improving efficiency, extend the life of the equipment and maintain safety conditions.
by目的 通过减少机械故障来降低停机时间，通过提高效率来降低运营成本，通过维安全状态来延长器械使用寿命

POLICY: The Chief Engineer is to develop and maintain the Preventive Maintenance Program for all equipment not covered by a maintenance service contract.
政策 总工程师负责为所有物维修维护服务合同的器械制作预防性维修维护程序

- STANDARDS:**
1. Each piece of equipment is to be serviced in accordance with manufacturer’s specifications and local operating conditions.
 器材的每一个部件都应根据厂商规格和当地运营条件加以保养
 2. Preventive maintenance functions are to be entered on the Preventive Maintenance Weekly Schedule Sheets and spread equally over a 52-week period, so that maintenance is performed every week and balanced workload is achieved.
 预防性维修维护功能将被记录在预防性维修维护周工作计划表中，并且建立一个52周的维修期间，这样可以每周执行预防性维修维护并达到平衡工作量的目的
 3. Preventive Maintenance Weekly Schedule Sheets are to be signed by the Engineering mechanic, dated and filed as proof of program compliance.
 工程技工需签署每周预防性维修维护计划表（签名及日期），并归档备查以证明遵守预防性维修维护程序

PROCEDURE政策:

- 1 In order to ensure that each piece of equipment is serviced according to the manufacturer’s specifications, the Repair Log must be completed prior to developing the Preventive Maintenance program.
 为了确保器材的每一个部件都是根据出厂规格加以维修保养的，必须在制定预防性维修维护程序之前完成维修日志
- 2 From the Repair Log, compile a list of all equipment, respective equipment identification numbers, preventive maintenance functions and time intervals. This information is to be entered on the spreadsheet.
 根据维修日志，汇编一个清单中，清单中包含所有器材、各自的器材识别码、预防性维修维护功能及时间间隔。这些信息应该记录入电子表格中
- 3 It is important that the workload is spread equally over a 52-week period, so that preventive maintenance is performed every week. By shifting the function time intervals horizontally, excessive work loads one week and minimum workloads on other weeks can be avoided. The number of

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spreadsheets required is determined by the property size and the number of pieces of equipment included within the preventive maintenance schedule. 将工作量平均分配在52周中是非常重要的，这样可以保证每周履行预防性维修维护工作。通过水平划分工作时间间隔，可以避免出现某一周工作量过大而导致其他周工作量过小的情况。电子表格的数量要求取决于酒店的大小及包含在预防性维修维护计划表中的器材数量

- 4 When the spreadsheets have been completed and reworked to maximum efficiency, the Weekly Schedule Sheets can be completed.
当完成电子表格并且最高效率的修改之后，才最终完成周计划表

- 5 Each piece of equipment to be serviced on week one (1) is taken from the Spread Sheet and entered on a Weekly Schedule Sheet. Equipment name, identification number and specific maintenance functions to be performed are to be entered. Week two (2) through fifty-two (52) are as week one (1). Multiple Weekly Schedule Sheets are to be inserted in clear plastic sheet protectors, and the entire program store in a three ring binder. These sheets are the Master Sheets.
从电子表格中选取第一周要维修保养的器材并在周计划表中输入器材名称、识别码及即将执行的特殊的维修维护工作。然后，52周中的第二周将被视为第一周。多个周计划表应该放入一个干净的塑料薄膜保护袋中，整个程序应该存放在三眼活页夹中。这些工作表为总工作表

- 6 Each week, the corresponding annual numerical Weekly Schedule Master Sheet is to be photocopied. This copy is to be called the Sub-Master. The name of the employee responsible for completing the work is to be entered on the Sub-Master. Multiple copies of Sub-Masters may be required, depending on the number of persons assigned to complete the work.
每周，应该复印周计划总表单，复印件为副总表单。负责完成此项工作的人员姓名应该写在副总表单中。可能需要复印多份副总表单，这取决于被指派完成这项工作的人数

- 7 As each piece of equipment is completed, the employee enters his or her initials and the date of completion on the Sub-Master. Any additional work performed and/or needed is to be noted on the Sub-Master and a work request ticket written. The completed Sub-Master Weekly Schedule Sheet is then returned to the Chief Engineer, along with any work request tickets written.
在完成任何器材的维修维护后，负责员工应该在副总表单中签名及日期。任何需要完成的额外的工作应该在副总表单中注明并书面填写工程部工作单。将完成的副周计划总表单与书面填写的工程部工作单一起交给总工程师

- 8 The Chief Engineer is to review each returned Sub-Master sheet to ensure the Preventive Maintenance has been completed and to note any additional

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work performed or work which requires scheduling at a later date. Any work performed above and beyond preventive maintenance is to be entered in the Repair Log Record.

总工程师审核每一个交还的副总表单确保预防性维修维护工作已经完成并注明需要在将来完成的额外的工作。任何超出预防性维修维护的工作必须记录入维修维护日志

- 9 The Sub-Masters are to be filed in a dated binder and retained for one year in the Engineering office. At the end of this year, the binders are to be put in permanent storage and kept for legal purposes.

副总表单应该存放在有日期标签的活页夹中并在工程部办公室保留一年。在当年年底，因法律目的，文件入库做永久保存

- 10 It is recommended that the preventive maintenance program be computerized using the above format. If you have purchased a computerized maintenance management program, it is to be used for this policy.

建议使用以上格式用电脑程序控制处理预防性维修维护程序。如果已经采购电脑维护管理软件，请使用此软件维护管理此政策