

# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



**POLICY NUMBER:**  
10.15-2 DOC

**EFFECTIVE DATE:**  
02/12/07

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**REPEALS:**  
10.15-1 DOC

**DIRECTOR:**

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*Arthur T. W. [Signature]*

**SECTION:**  
SAFETY AND EMERGENCY  
PROCEDURES

**SUBJECT:**  
HVAC CONTROL AND SERVICE

**AUTHORITY:** Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

**REFERENCES:** ACA Standard # 3-4206, Preventive Maintenance of the Physical Plant; RIDOC Policy # 10.35-1 DOC, Maintenance On-Call Procedures (Emergency Repairs); 9.40-2 DOC, Maintenance Contractor/Vendor Procedures

**INMATE / PUBLIC ACCESS?** X YES

**AVAILABLE IN SPANISH?** X NO

I. **PURPOSE:**

To establish a preventive maintenance program for all heating, ventilation and air cooling (HVAC) equipment throughout the facilities of the Rhode Island Department of Corrections (RIDOC).

II. **POLICY:**

The Rhode Island Department of Corrections (RIDOC) provides a preventive maintenance program of scheduled inspections of all heating, ventilation and air cooling equipment (HVAC) throughout the RIDOC facilities.

III. PROCEDURE:

A. Responsibilities

Under the direction of the Associate Director of Facilities and Maintenance, the Building Superintendents establish a preventive maintenance schedule for all HVAC equipment throughout RIDOC. This schedule provides for HVAC equipment inspections (according to manufacturer's specifications), requests for repairs, purchase of parts and/or hiring of outside vendors if necessary.

Building Superintendents submit preventive maintenance schedules to the affected facility's Warden and the Associate Director of Facilities and Maintenance.

B. Inspections and Maintenance/Repairs

1. Building Superintendents assign maintenance personnel to inspect HVAC equipment in each facility according to manufacturer's specifications to determine its operational readiness. Said personnel submit Heating Ventilation Air Cooling (HVAC) Inspection Reports (Attachment 1) to Building Superintendents who, in turn, schedule short- and long-term repairs as appropriate.

The Chief of Construction and Maintenance makes monthly inspections and files his/her report in the Facilities and Maintenance Office.

In addition, the Environmental Health Coordinator makes monthly spot checks of the systems. He/she submits a report of his/her findings to the Associate Director of Facilities and Maintenance, the Building Superintendent and the Warden.

2. Filters, belts and any worn or broken parts of the HVAC equipment are replaced on a trimester basis.
3. Outside vendors clean coils, ducts and filters annually to maintain the designed load and a healthy environment.
4. Cooling towers are treated with water biweekly from June to September. Chiller systems and condensate return units are treated through the power plant steam supply. Heating closed loop systems are treated every six

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months (winter and summer). Steam and water services are treated and tested according to manufacturer's specifications.

5. HVAC, Direct Digital Control Systems (DDCS) are monitored according to manufacturer's specifications and alarms are noted and remedied as necessary.

C. Consultants, Products and Services

The Associate Director of Facilities and Maintenance ensures that the following products/services are secured:

1. Purchase of filters, systems and specialty services to filter systems;
2. Chiller systems consultants (start-up servicing, system checks and on-going maintenance);
3. Hood and duct cleaning services;
4. Direct digital control systems (DDCS) consultants (calibration of digital control systems and on-going maintenance);
5. Water treatment consultants (seasonal tests of cooling towers for bacteria, algae, fungi, pH, odor, color and legionnaire bacillus).

