



Arecibo Observatory

Office of the Director

SUBJECT: Maintenance of Government Property	Effective Date: 04-30-2020	Policy Number: AO-POPE01
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	Responsible Authority: Operations & Maintenance Director	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to all stakeholders at the Arecibo Observatory.

GENERAL POLICY

This policy covers the maintenance of Government Property at the Arecibo Observatory.

DEFINITIONS

Government Property: includes all material, supplies, parts, and asset equipment in the custody of the Arecibo Observatory.

Preventative Maintenance: regular, routine maintenance to help keep equipment up and running, preventing any unplanned downtime and expensive costs from unanticipated equipment failure.

POLICY STATEMENT

The Arecibo Observatory (AO) will follow this policy and procedure when performing maintenance on equipment that is federal government owned.

Maintenance of Government Property

The following establishes the requirements and responsibilities for the care, maintenance and preservation of government property in the possession and control of the Arecibo Observatory (AO) and any sub-contractors from the time of receipt until relieved of responsibility.

1. General Maintenance is defined as the routine day-to-day maintenance that is required for efficient and economical operation of assets and equipment. It includes inspecting, cleaning, preserving, adjusting, calibrating, lubricating, changing filters, parts replacement, and manufacturers scheduled maintenance. The operator shall perform the manufacturers pre-operation and post operation general maintenance whenever the asset is used. Maintenance beyond the required operator's general or preventative maintenance will be performed on a routine basis by qualified personnel.
2. Preventative Maintenance is part of the General Maintenance requirement. Preventative maintenance will be performed IAW AO Maintenance Procedures, on a standard periodic scheduled basis as defined by the manufacturer if available, or by maintenance practices performed on similar equipment, to prevent the occurrence of defects, to detect and correct minor problems before they result in serious consequences, and to maximize the economical operation and useful life of the asset. Corrective maintenance identified in the process of performing preventative maintenance or due to anomalies occurring from normal wear. The exception is equipment that due to its age or condition is designated as uneconomically feasible to rehabilitate or that there is no appreciable benefit to the Government to continued preventative maintenance. These items will be designated as "run-to-fail", and as a minimum receive "General Maintenance" for the remaining life of the item.
3. Major Maintenance or Capital Rehabilitation is maintenance that exceeds the General or Preventative maintenance requirements. Since it exceeds the standard maintenance requirements, an estimate for cost of repairs or rehabilitation should be presented to UCF and the NSF Grants and Agreement Officer for approval.
4. Maintenance Records - Preventative and Corrective maintenance will be recorded by maintenance personnel on a log book and or spreadsheet. Maintenance records should be periodically reviewed to ensure that maintenance and repair costs are reasonable for the frequency of operation. In the event that excessive repair and major maintenance or Capital Type rehabilitation is required, UCF and the NSF Grants and Agreement Officer should be notified so that the cost vs. benefit of the repairs can be evaluated.

5. Training - AO will ensure that employees who use and maintain government property are properly trained in the use of equipment. Employees will have certifications, licenses, and training as required by applicable AOMT Procedures. This training will be documented and maintained by the EN&S/Security Branch.

CONTACTS

Operations & Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL	
(For use by the Office of the Director)	
Policy Number: AO-POPE01 Maintenance of Government Property	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____