

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

FACILITY MAINTENANCE UNIT

# City of Miami



DANIEL J. ALFONSO  
City Manager

**SUPPORT SERVICES SECTION**  
**BUILDING MAINTENANCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**MASTER INDEX**

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# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

SUPPORT SERVICES SECTION  
BUILDING MAINTENANCE UNIT  
STANDARD OPERATING PROCEDURES  
ENDORSEMENT SHEET

First Quarter Inspection:	<u>M. Gonzalez</u> Unit Commander	<u>3/18/12</u> Date
Second Quarter Inspection:	<u>M. Gonzalez</u> Unit Commander	<u>5/16/12</u> Date
Third Quarter Inspection:	<u>M. Gonzalez</u> Unit Commander	<u>8/16/12</u> Date
Fourth Quarter Inspection:	<u>A. Gonzalez</u> Unit Commander	<u>1-1-12</u> Date
Annual Inspection:	<u>M. Gonzalez</u> Section Commander	<u>1/16/12</u> Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SUPPORT SERVICES SECTION

## BUILDING MAINTENANCE UNIT

## STANDARD OPERATING PROCEDURES

## ENDORSEMENT SHEET

First Quarter Inspection: \_\_\_\_\_  
 Unit Commander *[Signature]* Date *11/25/19*

Second Quarter Inspection: \_\_\_\_\_  
 Unit Commander *[Signature]* Date *1/22/19*

Third Quarter Inspection: \_\_\_\_\_  
 Unit Commander *[Signature]* Date *7/25/19*

Fourth Quarter Inspection: \_\_\_\_\_  
 Unit Commander *[Signature]* Date *9/25/19*

Annual Inspection: \_\_\_\_\_  
 Section Commander \_\_\_\_\_ Date \_\_\_\_\_


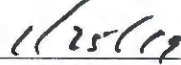





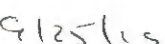

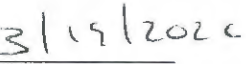


# City of Miami



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City Manager

**SUPPORT SERVICES SECTION**  
**BUILDING MAINTENANCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**ENDORSEMENT SHEET**

First Quarter Inspection:	 _____	 _____
	Unit Commander	Date
Second Quarter Inspection:	 _____	 _____
	Unit Commander	Date
Third Quarter Inspection:	 _____	 _____
	Unit Commander	Date
Fourth Quarter Inspection:	 _____	 _____
	Unit Commander	Date
Annual Inspection:	 _____	 _____
	Section Commander	Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

## BUILDING MAINTENANCE UNIT

## STANDARD OPERATING PROCEDURES

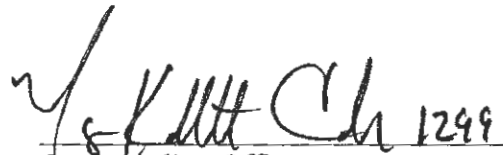
## LETTER OF PROMULGATION

TO: ALL PERSONNEL, BUILDING MAINTENANCE UNIT

The varied duties and responsibilities of the Building Maintenance Unit necessitate the creation of Standard Operation Procedures. These are directives which require specific actions on the part of the employees. These procedures will describe all tasks, both complicated and rudimentary.

The practices incorporated in this Standard Operating Procedure are designed to supplement already existing Departmental Orders and Directives.

Personnel assigned to the Building Maintenance Unit are responsible for knowing the contents of these Standard Operating Procedures and shall perform their duties in accordance with the guidelines specified herein.

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

1/16/16  
\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

##### MISSION, GOALS, AND OBJECTIVES

###### I. MISSION:

The mission of the Building Maintenance Unit is to provide the Department with a safe and sanitized environment in which to work. Creating this environment will assist in producing a conducive work atmosphere.

###### II. GOALS:

The goal of the Building Maintenance Unit is to provide the department with comfortable, pleasant, and safe working conditions within their scope of responsibilities.

###### III. OBJECTIVES:

The objectives of the Building Maintenance Unit are:

- A. To attend to all maintenance requests promptly and effectively.
  - B. To assist in the relocation of office furniture and equipment in a timely manner.
- (continued)



Commanding Officer  
Building Maintenance Unit  
Support Services Section

1/16/16  
Effective Date





**MISSION GOALS AND OBJECTIVES**

(Continuation)

III. OBJECTIVES (continued):

- C. To oversee building projects from conception to completion.
- D. To ensure that all federal, state, county, and city codes are complied with and maintained.
- E. To ensure all general upkeep of the departmental sites and grounds.
- F. To secure and prepare all departmental facilities in the event of an emergency.

# City of Miami



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City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

##### DUTY HOURS AND DRESS

The Building Maintenance Unit is located in Room 528B. Providing sufficient personnel are assigned, office hours will be 0700-1530 hours, Monday through Friday.

It is the responsibility of each and every member of the Building Maintenance Unit to report on time and to complete his/her tour of duty as scheduled.

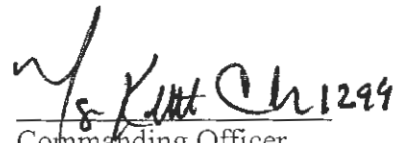
If for any reason a member is unable to report on time, it is the responsibility of the member to notify the office of the Building Maintenance Unit Supervisor at the start of the member's tour of duty.

If a unit member is unable to complete a scheduled tour of duty, it is the responsibility of the member to notify his/her supervisor and obtain permission prior to leaving.

Employees days off and working hours may be modified to meet the needs of the Unit and the Department and may be changed at the discretion of the Unit Commander.

The dress code will be in compliance with the Departmental Orders.

The dress code for the Building Maintenance personnel is a blue polo shirt and black K-9 cargo pants. The painters may wear a white shirt and white pants while performing painting tasks.



Commanding Officer  
Building Maintenance Unit

11/16/16  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. - E


SUBJECT: Duties and Responsibilities of the Building Maintenance Personnel

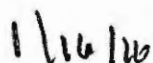
PURPOSE: To establish the duties and responsibilities of the Building Maintenance Personnel.

SCOPE: The following is a list of duties and responsibilities of the Building Maintenance personnel by classification:

#### **I. Building Maintenance Supervisor**

1. Provides functional supervision of personnel and functions assigned to the Building Maintenance Unit.
2. Provides liaison services with Air Conditioning Company, Elevator Company, fire alarm system, and general vendors.
3. Supervises janitorial service employees.
4. Repairs damaged desk key locks, file cabinets, office doors, moves furniture, replace light bulbs.
5. Repairs minor plumbing (including urinals, toilets, water heater), unclogs drainage systems.

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

  
\_\_\_\_\_  
Effective Date



**SOP - E**

**DUTIES AND RESPONSIBILITIES OF THE BUILDING MAINTENANCE PERSONNEL**

(Continuation)

6. Tests operation of the emergency generator on a weekly basis and checks emergency generator equipment (oil, water, battery, radiator).
7. Makes minor repairs to chairs and desks at Court Liaison, S.O.S., Marine Patrol, North Station, South Station, and the Miami Police Headquarters building.
8. Provides monitoring of environmental control and ensures equipment is functioning well, i.e., conducts tests, preventive maintenance, and other related work conducive to the general effectiveness of the equipment.
  - A. Checks Uninterrupted Power Supply system (refills battery water level, as needed), resets electric breakers, adjust air conditioner on the Air Handler Units, and lubricates building motors, including fire pumps. Repairs/replaces air conditioning vent thermostat.
10. Coordinates all painting projects for all departmental facilities.
11. Coordinates all electrical projects for all departmental facilities.
12. The Building Maintenance Supervisor will be the Project Manager on all CIP projects relating to the police facilities.
13. The Building Maintenance Supervisor will coordinate with the CIP Project Supervisor assigned to the Police Department on CIP projects.

**II. Building Maintenance Facility Assistant**

1. Assists Supervisor in all duties.
2. Repairs damaged desk key locks, file cabinets, moves furniture, repairs office door locks, makes minor repairs to plumbing (including urinals, toilets).
3. Replaces light bulbs, unclogs drainage systems, tests emergency generator, checks generator (i.e., water, battery, radiator), Uninterrupted Power Supply system (refill battery water level, as

needed), resets electric breakers, adjusts air conditioner on the Air Handler Units, lubricates building motors, including fire pumps.

-3-

**SOP - E**

**DUTIES AND RESPONSIBILITIES OF THE BUILDING MAINTENANCE PERSONNEL**  
(Continuation)

4. Repairs/replaces air conditioning vent thermostat.
5. Makes minor repairs to chairs and desks at Court Liaison, S.O.S., Marine Patrol, North Station, South Station, and the Miami Police Headquarters building.
6. Performs any other duties at the direction of the Building Maintenance Supervisor.

**III. Building Maintenance Electrician**

1. Work involves responsibility for performing skilled electrical tasks in accordance with standard practices of the electrical trade. Assignments are made either orally or through written work orders, and may be accompanied with diagrams or blueprints.
2. Work is often performed independently, subject to inspection by a supervisor upon completion for compliance with instructions and conformity with accepted safety standards. Supervision may be exercised over laborers and maintenance mechanic helpers.
3. Installs, alters, maintains and repairs wiring systems, public address systems, switchboards, flood lights, ornamental lights, and other electrical fixtures and equipment.
4. Installs and maintains motors and generators and is also responsible for other electrical and some mechanical work in repairing and replacing parts.
5. Performs other related work as required.

**IV. Building Maintenance Facility Attendant (Laborer II)**

1. General maintenance for the outside building perimeter and parking garage.

-4-

**SOP - E**

**DUTIES AND RESPONSIBILITIES OF THE BUILDING MAINTENANCE PERSONNEL**

(Continuation)

2. Disposes of trash around the building perimeter and other trash cans within the compound. Disposes of debris around the parking garage.
3. Vacuums and sweeps building perimeter, parking garage, and parking garage stairways.
4. Makes minor adjustments to the vacuum sweeper.
5. Acts as lead worker in the cleaning operation of the outside perimeter.
6. Performs any other duties at the direction of the Building Maintenance Supervisor.

**V. General Building Maintenance Mechanic**

1. Replaces air conditioning panel lights.
2. Lubricates building motors, doors, hinges, including fire pumps.
3. Makes minor repairs to chairs, desks, urinals, toilets, including soap dispensers at Court Liaison, S.O.S., Marine Patrol, North Station, South Station, and the Miami Police Headquarters building.
4. Replaces light bulbs and fire extinguishers.
5. Moves furniture, desks, file cabinets, bookcases, chairs and boxes.
6. Performs any other duties at the direction of the Building Maintenance Supervisor.

**VI. Building Maintenance General Maintenance Repairer – Painter/Mechanic**

1. Maintains and repairs building woodwork; operates necessary power and hand tools.
2. Prepares surfaces prior to painting; mixes paints and paint bases for desired color and drying properties.

-5-

**SOP - E**

**DUTIES AND RESPONSIBILITIES OF THE BUILDING MAINTENANCE PERSONNEL**  
(Continuation)

3. Repairs and/or replaces doors, locks, window framers, tables, chairs, and other equipment.
4. Applies paints, varnishes, etc. to interior and exterior surfaces of building structures and to wood and metal equipment.
5. Performs related work as required.

**VII. Building Maintenance Painter**

1. Journeyman level work in preparing surfaces for painting and in mixing, matching and applying paints to equipment, furniture, and the interior and exterior of buildings, plants, and other structures.
2. Work involves the performance of a wide variety of skilled painting assignments which require use of acquired knowledge and skills in the preparation of surfaces, the mixing of paints and paint bases to secure desired color and drying properties, the matching of paints and the application of paints and other finishes to a wide range of equipment, building, plants and structures with brush or paint spray gun. General supervision is received in terms of oral and written work assignments, including instructions as to material and methods to be employed.
3. Erects scaffolding of ladders or planks. Employees swing stage equipment for painting high exterior walls. Spreads canvas or cloth over surfaces and objects to prevent paint spattering. Removes old paint or varnish by scraping, burning, sandpapering, sandblasting and otherwise preparing the surface to be painted.
4. Mixes and matches paints, which may be highly toxic, including varnishes, enamels, lacquers, and calcimines.

5. Applies paints, varnishes, lacquers, and enamels to interior and exterior surfaces of structures such as fire station, pump stations, and to wood and metal equipment such as cabinets, pumps and pipes with brush roller or spray gun.

-6-

**SOP - E**

**DUTIES AND RESPONSIBILITIES OF THE BUILDING MAINTENANCE PERSONNEL**  
(Continuation)

6. Occasionally prepares walls and hangs wall paper. Applies waterproofing paint to roofs and other surfaces requiring such treatment. Cements, plasters, and caulks holes.
7. Performs maintenance sign painting tasks with the use of stencils, paints lines for traffic and pedestrian guidance on the streets and sidewalks, and lines on gymnasium floors.
8. Estimates time and material required,
9. Cleans and maintains brushes, rollers, spray guns, and other equipment.
10. Performs other related work as required.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

##### UNIT POLICIES

###### G. POLICY

1. All members of this Unit are governed by the Civil Service Rules and Regulations, Departmental Orders, Official Bulletins, Standard Operating Procedures, and any other directives received from those empowered to issue them.
  - a. All personnel are responsible for reading and being aware of all applicable directives, etc.
2. The supervisor is responsible for each member of the unit. The supervisor will handle any complaint or investigation that is generated.

Commanding Officer  
Building Maintenance Unit

1/16/16  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: CLEANING OF BUILDING COMPOUND

PURPOSE: To provide guidelines for the Building Maintenance Laborer.

SCOPE: The following work is to be performed on a routine basis, as needed:

1. Vacuum front entrance.
2. Vacuum parking garage.
3. Empty all garbage containers within the compound.
4. Vacuum and/or sweep debris inside the compound, including the ramp and transfer point.
5. Periodically pressure clean walls, walkways, garages, and parking lots.

Commanding Officer  
Building Maintenance Unit

1/16/16  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

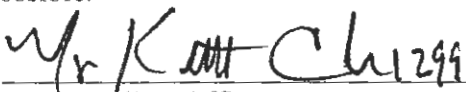
#### STANDARD OPERATING PROCEDURES

S.O.P. 2

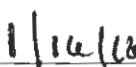
SUBJECT: ENVIRONMENTAL CONTROL SYSTEM

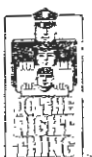
PURPOSE: To provide guidelines for monitoring the E.C.S.

- SCOPE:
1. The following steps will be followed in monitoring the E.C.S.
    - A. Daily visual inspection of Building Air Handling Units.
    - B. Daily visual inspection of water cooling tower.
  2. Daily visual inspection of temperature control of chillers on the roof.
  3. Monitor replacement of E.C.S. filters by contractor.
  4. The following steps will be followed if the air conditioner breaks down:
    - a. Building Maintenance Unit will make a visual inspection of the problem and try to repair.
    - b. The Building Maintenance Unit Supervisor will telephonically call the air conditioning company under current contract to request repairs as soon as possible.



Commanding Officer  
Building Maintenance Unit

  
Effective Date



MIAMI POLICE  
**100**  
A Century of Service

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

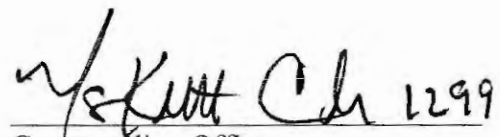
S.O.P. 3

SUBJECT: MALFUNCTIONING OF ELEVATORS

PURPOSE: To establish procedures in the event the elevators break down.

SCOPE: The following steps will be followed if an elevator malfunctions.

1. Building Maintenance Unit personnel will make a visual inspection of the problem.
2. If Building Maintenance Unit personnel cannot make the repair, the Unit Supervisor will notify the elevator company and request repairs as soon as possible.



Commanding Officer  
Building Maintenance Unit

1/16/16  
Effective Date



# City of Miami



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City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

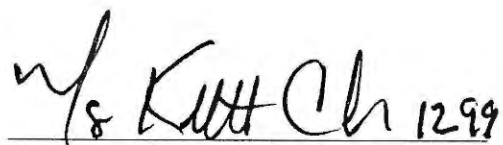
S.O.P. 4

SUBJECT: BROKEN WATER PIPES

PURPOSE: To establish procedures in case of a broken water pipe.

SCOPE: The following steps will be followed in the event of a broken water pipe:

1. Building Maintenance Unit personnel will make a visual inspection of the problem and attempt to repair it.
2. The water valve in the affected area will be shut off.
3. If Building Maintenance Unit personnel cannot repair the water pipe, the below steps will be adhered to:
  - a. Call out the 24-hour plumbing service.
  - b. Notify Unit Commander.
  - c. Prepare emergency purchase order.



Commanding Officer  
Building Maintenance Unit

1/16/16  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To provide guidelines and format for departmental emergency mobilization in case of emergency situations.

SCOPE: I. General Instructions:

All members of the Building Maintenance Unit are required to familiarize themselves with Departmental Order 14, Emergency Procedures, and the Hurricane Plan.

All personnel will be advised of their assignments as directed by the Support Services Commander.

II. Emergency Preparation Procedures:

A. All members are to prepare in advance for anticipated emergency mobilizations. When time permits, prior arrangements should be made regarding the safety and security of personal property and family members.

(Continued)

Commanding Officer  
Building Maintenance Unit  
Support Services Section

1/16/16

Effective Date



**EMERGENCY MOBILIZATION**

**S.O.P. 5**

(Continuation)

- B. If the mobilization is for a hurricane, the following items will be needed:
  - 1. 24-hour supply of nonperishable food
  - 2. Changes of clothing
  - 3. Personal hygiene items
  - 4. Drinking water
  - 5. Pillow, blanket, sheets
  - 6. Rain gear and boots
  - 7. Park personal vehicle in designated parking garage.
  
- C. All offices are to be locked and office equipment stored in a safe place.

# City of Miami



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City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

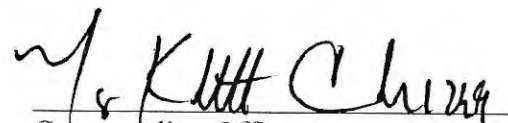
S.O.P. 6

SUBJECT: Malfunctioning Uninterrupted Power Supply (U.P.S.)

PURPOSE: To provide guidelines in case the U.P.S. breaks down.

SCOPE: The following steps will be followed in the event the U.P.S. breaks down:

1. Go to the U.P.S. Room located on building roof.
2. Conduct a visual check of the control panel.
3. If any control panel light is on red, immediately notify the Building Maintenance Detail Supervisor.
4. Building Maintenance Unit personnel will attempt to correct the malfunction.
5. If the Building Maintenance personnel cannot correct the problem, the Building Maintenance Supervisor will call the vendor for emergency response for repairs.
6. Building Maintenance Unit Supervisor will notify Unit Commander who will notify the Support Services Section Commander.

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

1/16/16  
\_\_\_\_\_  
Effective Date





# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

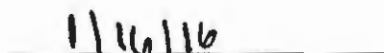
### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

- S.O.P. 7
- SUBJECT: Power Failure of Emergency Generators
- PURPOSE: To provide guidelines in case of a power failure.
- SCOPE: The following steps will be followed in the event of a power failure:
1. Go to the generator room on north side of compound (first floor).
  2. Conduct a visual check of emergency generator control panel.
  3. Conduct a visual check of the transfer switches.
    - a. Emergency signal light should be on.
  4. Conduct a visual check to see if generators are running.
  5. If the emergency generators are not working, notify Building Maintenance Unit Supervisor immediately.

(Continued)

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

  
\_\_\_\_\_  
Effective Date



**SOP - 7**

**POWER FAILURE OF EMERGENCY GENERATORS**

(Continuation)

6. Building Maintenance Unit personnel will attempt to restart emergency generator.
8. Building Maintenance supervisor will notify Generator Company immediately if problem warrants attention by the vendor.

# City of Miami



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## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Emergency Recall of Personnel

PURPOSE: To provide guidelines for the emergency recall of personnel.

SCOPE: The following steps will be followed if personnel are recalled in an emergency situation.

1. The Building Maintenance Unit Supervisor is always on call and will be the first person selected for recall in case of an emergency.
2. If the Building Maintenance Unit Supervisor cannot be reached, then the Assistant Supervisor will be called.
3. Upon arrival by either the Supervisor or Assistant Supervisor, the problem will be checked.
4. If the problem cannot be corrected, then, depending on the nature of the problem, a selection from the attached list of personnel, with the proper expertise, will be summoned to correct the problem.

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

1/16/16  
\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

- S.O.P. 9
- SUBJECT: Preventive Maintenance Program
- PURPOSE: To establish guidelines for preventive maintenance.
- SCOPE:
- I. Air Conditioning
    - A. Weekly monitoring of Environmental Control System elements for malfunctioning.
      - 1. Air flow
      - 2. Temperature
      - 3. Pneumatic System
  - II. Emergency Generator
    - A. Weekly visual inspection
      - 1. Indicator lights panel
      - 2. Oil Spillage
      - 3. Battery posts
      - 4. Radiator
      - 5. Transfer switch

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

1/16/16  
Effective Date



**SOP - 9**

**PREVENTIVE MAINTENANCE PROGRAM EVALUATION**  
(Continuation)

B. Weekly test run and inspect engines

1. ON and OFF load test
2. Measure oil level
3. Water temperature
4. Oil pressure

III. Uninterrupted Power Supply

A. Monthly visual inspection

1. Battery water level
2. Indicator lights panel
3. Battery posts
4. Room temperature

IV. Water pumps

A. Weekly visual inspections

1. Motors
2. Valves
3. Pipes

B. Monthly

1. Lubricate bearings

# City of Miami



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City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

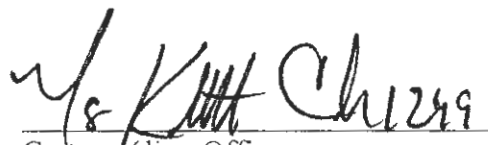
S.O.P. 10

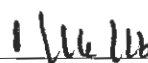
SUBJECT: Daily, weekly, and monthly inspections of the Miami Police Headquarters Building

PURPOSE: The Building Maintenance Unit will conduct daily, weekly, and monthly inspections of the Miami Police Headquarters Building so that the appearance of the complex reflects a professional and clean working environment..

SCOPE: Personnel assigned to the Building Maintenance Unit will conduct daily, weekly, and monthly Travel Path Inspections of the Miami Police Headquarters Building, checking the areas enumerated in the Police Headquarters Daily Travel Path Inspection Report. (Annex 1.) The reports will list the deficiencies noted during the daily Travel Path Inspections, and the corrective action taken.

The completed Daily Travel Path Inspection Reports will be reviewed and filed by the Building Maintenance Unit Supervisor. At the end of each month, the Building Maintenance Unit Supervisor will prepare and forward a Monthly Building Inspections Report (Annex 2), through channels to the Support Services Commander, incorporating the Daily Travel Path Inspection Reports completed during the month.

  
\_\_\_\_\_  
Commanding Officer  
Building Maintenance Unit

  
\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: Hurricane Response Plan

PURPOSE: To establish response guidelines to the threat of a hurricane emergency.

SCOPE: The following measures will be implemented in the threat of a hurricane emergency.

- I. Phase I – Approximately 72 hours prior to anticipated hurricane landfall.

#### Buildings & Facilities:

- A. The Support Services Section Commander will ensure that building maintenance personnel conduct routine testing of emergency power sources and basement level drain pumps. Building maintenance personnel will also begin preparations to secure police facilities.
- B. A current Alpha/Bravo list of Building Maintenance personnel with their contact numbers will be provided to the E.O.C.
- C. The Planning and Research Commander will designate a member of the building maintenance staff to report to the E.O.C. Commander to ride out the storm at the station.

(continued)

  
Commanding Officer  
Building Maintenance Unit

11/16/16  
Effective Date



**SOP – 11**

**HURRICANE RESPONSE PLAN**

(Continuation)

- D. Building Maintenance will place empty barrels in every lavatory within the building. These will be filled with water and used for sanitary purposes.
- E. All mini-stations and off-site facilities will be secured. Each section or unit commander will be responsible for the S.O.P.'S specifying these procedures.
- F. Test emergency equipment at Central Headquarters Building, North Station, and South Station.
  - 1. Emergency generator
  - 2. Water pumps
  - 3. Uninterrupted power supply
- G. Secure water barrels for all three stations. Water to be used for sanitary purposes.
- H. Contact GSA to ensure diesel tanks are completely filled.
- I. Notify the Support Services Commander or EOC when each of the above responsibilities has been completed.
- II. Phase II – Approximately 32 hours prior to anticipated hurricane landfall.
  - A. Fuel all assigned building maintenance vehicles.
  - B. Secure all equipment to include but not limited to:
    - 1. Exterior trash containers
    - 2. Picnic tables
    - 3. Dumpsters
    - 4. Check exterior signs
    - 5. Flags



## SOP – 11

### HURRICANE RESPONSE PLAN

(Continuation)

- C. Remove any and all debris from Central, North, and South Stations.
  - D. Secure Hurricane Shutters at Headquarters.
  - E. Arrange with GSA the possibility of transporting of heavy equipment (front loaders, etc.) to the three Stations.
  - F. Facilitate relocation of essential Building Maintenance Records.
  - G. Notify Support Services Commander or EOC when each of the above responsibilities has been completed.
- III. Phase III – Approximately 20 hours prior to anticipated hurricane landfall
- A. Ensure that all items ordered under Phase I of this procedure have been delivered and are in place.
  - B. Retest emergency equipment at all three Stations.
    - 1. Emergency generator
    - 2. Water pumps
    - 3. Uninterrupted power supply
  - C. Notify Support Services Commander or EOC when each of the above responsibilities has been completed.
- IV. Phase IV – Approximately eight hours prior to anticipated hurricane landfall.
- A. Final check to ensure that all items ordered under Phase I of this procedure have been delivered and are in place.
  - B. Final check of all emergency equipment prior to hurricane landfall.
  - C. Park city vehicles in designated area.

## **SOP – 11**

### **HURRICANE RESPONSE PLAN**

(Continuation)

- V. Phase V – Hurricane landfall.
  - A. All Building Maintenance personnel will remain indoors.
- VI. Phase VI – After hurricane.
  - A. Evaluate all police facilities for damage.
    - 1. All losses are to be reported by telephone to Risk Management.
    - 2. Request temporary repairs.
    - 3. Prepare memoranda to Risk Management on damages.
  - B. Evaluate emergency equipment and order necessary repairs at all three Stations.
  - C. Request diesel tanks to be filled by GSA, if necessary.
- VII. Phase VII – Whenever normalcy is requested.
  - A. Arrange to have all special ordered equipment returned as appropriate.
  - B. Replace all exterior equipment secured during Phase II.
  - C. Submit an After Action Report.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SUPPORT SERVICES SECTION

### BUILDING MAINTENANCE UNIT

#### STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: INSPECTION AND TESTING OF POLICE FACILITY FIRE PROTECTION SYSTEM EQUIPMENT AND CONTROLLING IMPAIRMENTS

PURPOSE: To provide members of the Building Maintenance Unit with standardized guidelines for the inspection and testing of and controlling impairments to the M.P.D. facility fire protection system.

SCOPE: The police facility fire protection system may become impaired as a result of maintenance, renovation, construction or equipment failure. The probability of a fire or explosion causing major damage is increased whenever a system, alarm or detection device is impaired. To prevent, identify, and correct conditions that may adversely impact on the firefighting capabilities of the police department, members of the Building Maintenance Unit will be responsible for the following:

- I. Inspect all sprinkler control valves on a semi-annual basis to ensure that all such valves are in a wide-open position.
  - A. Operation of fire sprinkler pump on a quarterly basis.
  - B. Testing of the fire sprinkler pump on an annual basis.
    1. At 100% of rated flow capacity.
    2. At 150% of rated flow capacity.

(continued)

*[Handwritten Signature]*  
 \_\_\_\_\_  
 1299  
 Commanding Officer  
 Building Maintenance Unit

*1/16/16*  
 \_\_\_\_\_  
 Effective Date



**SOP – 12**

**INSPECTION AND TESTING OF POLICE FACILITY FIRE PROTECTION SYSTEM EQUIPMENT AND CONTROLLING IMPAIRMENTS**

- C. Notification of contractual vendor prior to testing the fire sprinkler pump, so that a representative may be present during the annual fire sprinkler pump test.
- D. Flushing of all sprinkler system drains on a quarterly basis.
- III. All inspections and tests performed on police facility fire protection system equipment will be documented as follows (See Annexes #1-3):
  - A. Date of inspection
  - B. Inspection/test performed by whom (name and authority)
  - C. Inspection/test finding(s)
  - D. Corrective action, if necessary
- IV. Completed inspection/test reports will be processed as follows:
  - A. Reviewed by the Building Maintenance Detail and Support Services Section Commanders.
  - B. Maintained as a permanent record by the Building Maintenance Unit.
- VII. Impairments of fire protection system equipment duties and responsibilities.
  - A. Educate police facility personnel on the basic precautions to take, when a protection system or equipment is down, which are as follows:
    - 1. Limit the number, scope, and duration of impairment.
    - 2. Supplement manual fire protection with extra extinguishers.

**SOP – 12**

**INSPECTION AND TESTING OF POLICE FACILITY FIRE PROTECTION SYSTEM EQUIPMENT AND CONTROLLING IMPAIRMENTS**

3. Stop any unnecessary cutting and welding that would increase the probability of a fire occurrence.
  4. Shut down any hazardous processes.
  5. Complete impairment work in a timely manner.
  6. Restore protection system upon completion of all work.
    - Relocate combustibles away from the area.
    - Notify M.F.D. (Miami Fire Department) at start and finish.
    - Verify by testing, that the protection system is operational.
- B. If during an inspection a protection system and device is found impaired:
1. Try to determine the reason for the condition, and
  2. Restore the fire protection system, if possible.
- C. When handling an emergency impairment, it is necessary that the following be performed:
1. Isolate the area where the situation or condition is causing the impairment. If possible, keep the remaining protection system in service. This may require temporary connections (e.g., cross-feed of sprinkler systems by using 2 ½ inch hose and couplings) by bypassing the system.
  2. Notify the shift commander and the M.F.D. that an alarm has occurred.
  3. Secure any hazardous production operation in the area where the protection system is impaired.

**SOP – 12**

**INSPECTION AND TESTING OF POLICE FACILITY FIRE PROTECTION SYSTEM EQUIPMENT AND CONTROLLING IMPAIRMENTS**

4. Start repairs on the malfunctioning system as soon as the area is secured. Continue to work on the impairment until it has been restored to service. Any welding or cutting required for the repair should be performed in a protected area.
  5. Place additional portable extinguishers in the impaired area at accessible locations, if needed.
- D. When the emergency impairment is under control and all hazardous conditions have been eliminated:
1. Notify the M.F.D. that an emergency malfunction has been repaired and that the protection system is in service.
- E. For planned impairments:
1. Hazardous processes will be secured prior to the protection system taken out of service.
  2. Extra precaution has been taken in the area of malfunction (See back of tag).
  3. Pars and materials are available before work is started.
  4. Outside concerns such as the M.F.D. and alarm companies are notified in advance that the system will be out of service.
- F. When an emergency impairment occurs or when a concealed impairment is found, immediately notify:
1. City of Miami contacts include:
    - a. Support Services Commander
    - b. Complaint Sergeant
    - c. M.F.D.
- G. Restoration of the fire protection system requires the completion of the following steps:

**SOP – 12**

**INSPECTION AND TESTING OF POLICE FACILITY FIRE PROTECTION SYSTEM EQUIPMENT AND CONTROLLING IMPAIRMENTS**

1. Open all valves that were secured during the impairment. Remove Fire Protection Equipment Out of Service Tags once valves are confirmed to be open. Verify that the system is properly lined up and valves are open by conducting a drain test. (Note: If during the test the pressure drops below normal, the system may have a restriction or a partially closed valve.)
2. Place all alarms or detection devices back into service.
3. Restore any fire protection equipment to "automatic" that was secured or placed in "manual."
4. Verify that portable extinguishers are in place and are fully charged.
5. Notify facility shift supervisors that the fire protection system/equipment has been restored.
6. Notify the alarm service or central station(s) that the fire protection has been restored and that the alarms are back in service.
7. Notify the M.F.D. that the fire protection system is restored to service and all alarms have been activated.
8. Retain the bottom half of the Fire Protection Equipment Out of Service Tag for review by the next visiting HSB Property Representative.