Fecha de elaboración: \_\_\_\_\_\_\_\_\_\_\_\_\_

Programa anual, enero a diciembre del año: \_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | MES | ene | | feb | | mar | | abr | | may | | jun | | jul | | | ago | | | sep | | | oct | | | nov | | | dic | | |
| QUINCENA | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 |
| Cambio de empaques en baños | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de empaques de fluxómetros en Gral. | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de llaves de nariz en sépticos | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de mangueras de los baños | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de plafones en el interior del CIC | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de niveles de las plantas de luz | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de niveles del motor de gasolina de los Hidrantes | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pintura de barandales del CIC | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pintura en cada local del CIC | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pintura en los baños | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Vaciado de los cárcamos Nte y Sur | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |

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| **Personal Externo** | MES | ene | | feb | | mar | | abr | | may | | jun | | jul | | | ago | | | sep | | | oct | | | nov | | | dic | | |
| QUINCENA | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 |
| Desazolve de coladeras de sótano \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Desazolve de registros de aguas grises Nte Sur \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Desazolve de registros de aguas negras Nte Sur \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Fumigación de cada uno de los locales del CIC \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza de las tridilozas Oriente y Poniente **\*** | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza de los cristales exteriores del CIC **\*** | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Mantenimiento en Gral.. Aires acondicionado \*\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Mantenimiento en Gral.. de las plantas de luz \*\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Mantenimiento en Gral.. UPS \*\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| **\*** En consideración de la **Dirección de Recursos Materiales del IPN** lo realicen o reprogramar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*\*** Bajo la reserva DRF tenga presupuesto se **contrata a Compañía Externa, o Cofaa.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **OBSERVACIONES** |
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| **Programa mantenimiento correctivo**  **RECORRIDOS PERIÓDICOS** | MES | ene | | feb | | mar | | abr | | may | | jun | | jul | | | ago | | | sep | | | oct | | | nov | | | dic | | |
| QUINCENA | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 |
| Cambio de asientos de WC \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de chapas en Gral. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de jaboneras en los baños del CIC. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Cambio de los WC. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de fugas en bomba de cuarto de máquinas Cárcamo. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de fugas en bombas de la fuente. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de fugas en bombas del Hidrantes.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Checado de fugas en bombas del Hidroneumático. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Fugas de agua en la red del Exterior.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pegado de zoclos en cada local del CIC.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Reparación de las escaleras del CIC.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Reparación de los pisos del CIC.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| \* Se realizara cuando sea necesario | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Limpieza** | MES | ene | | feb | | mar | | abr | | may | | jun | | jul | | | ago | | | sep | | | oct | | | nov | | | dic | | |
| QUINCENA | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 |
| Lavado de alfombras. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de baños a profundidad. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de cancelaría y mamparas. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de ceniceros del tercer piso. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de cristales y barandales. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de escaleras y descansos, así como pasillos. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de la cisterna del CIC \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de los despachadores de agua en cada piso. | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado de vidrios internos del CIC \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado del aljibe de la fuente. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Lavado del cuarto de hidroneumático. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza cada local del CIC \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza de los cárcamos del CIC | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza de los drenajes del CIC | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza de macetones. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza del área de bombas de la fuente. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza del área de plantas de luz.\* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Limpieza plafones y lámparas. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pulido de los pisos por local \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Reparación de archiveros | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Reparación de mesas | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Reparación de sillas | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| Pulido de pisos de áreas comunes. \* | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| \* plasmado en la Guia Administrativa y Operativa para el control y supervision de Jardineria y Limpieza del IPN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Automóviles**  (anotar los vehículos inventariados en control patrimonial) | MES | ene | | feb | | mar | | abr | | may | | jun | | jul | | | ago | | | sep | | | oct | | | nov | | | dic | | |
| QUINCENA | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 | | 1 | 2 |
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| **\*** El mantenimiento consistirá: | | Servicio de Lubricación | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Lavado de Motor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Lavado de Chasis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Engrasado General | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Revisión de Niveles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Limpieza y/o ajuste de frenos generales | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Afinación | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Verificación | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Otros (Luces, eléctrico, si se requiere, y otros) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **OBSERVACIONES** |
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| ELABORÓ |  | Vo.Bo. |
|  |  |  |
| Nombre y firma del jefe de departamento de Recursos Materiales |  | Nombre y firma del Subdirector Administrativo |