

DATE:	JULY 3, 2018
NUMBER:	G.1
SUBJECT:	MAINTENANCE PROCEDURES
RELATED SECTIONS:	15 CCR § 1280

PURPOSE:

To establish guidelines for expeditious handling of maintenance requests.

POLICY:

Each facility will ensure the timely completion of routine, urgent and/or emergency maintenance.

PROCEDURE:

- I. Each facility will be routinely inspected by medical supervisory, security and line staff for compliance with applicable health, safety and security laws, guidelines, etc.
- II. Maintenance requirements noted during such inspections and during normal operations are to be promptly logged to ensure deficiencies are corrected.
- III. Routine maintenance is performed by the Department of General Services Facilities Maintenance, Monday through Friday (except holidays) during business hours. At the discretion of the Watch Commander, an emergency maintenance “Call-out” may be initiated for those repairs, which, if not performed would significantly impair the operation of the facility or the safety of the staff or inmates.
- IV. Each facility will establish a procedure for the handling of routine maintenance requests. This procedure will contain but is not limited to the following:
 - A. Documenting needed repairs.
 - B. Notification of maintenance personnel.
 - C. Follow-up of requested repairs.