

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01-20-22
Number: G.1.M
Subject: MAINTENANCE PROCEDURES
Related Sections:

PROCEDURE

I. Maintenance Requests

- A. All routine maintenance requests will be forwarded to the Facility Commander's Secretary via phone call, phone message, or email. The captain's secretary will enter requests into the Tririga database.
- B. General Services personnel will update the Tririga database upon completion of maintenance requests. To track the completion of maintenance requests, the Operations Deputy will follow up with maintenance on all submitted and completed maintenance requests.