

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 16, 2022</b>
<b>NUMBER:</b>	<b>G.1.C.1</b>
<b>SUBJECT:</b>	<b>MAINTENANCE PROCEDURES</b>

**PROCEDURE**

For MAJOR Maintenance Issues:

Upon the discovery of any MAJOR maintenance issue during normal business hours (Monday through Friday), contact the operations deputy, maintenance, and notify the on-duty watch commander. Outside of normal business hours, contact the on-duty watch commander. Examples of major maintenance issues include but are not limited to: leaks/flooding, burst pipes, power outage/surge, electrical malfunctions, intercom issues, etc.

For intercom issues outside of business hours, email the operations deputy.

In the event of Closet Circuit Television surveillance outages and touch screen issues during normal business hours, contact the operations deputy. Outside of business hours, the Central Command Center will contact the Sheriff's Project Manager.

For maintenance issues related to the elevators, refer to Green Sheet Section G.3.C.1.

For MINOR Maintenance Requests:

Upon the discovery of any minor maintenance issues, deputies will submit a request for maintenance using the Facility/Area Notes section in JIMS. Examples of minor requests include but are not limited to: clogged toilets, light bulb replacements, sink water pressure, doors opening/closing too slowly, etc.

**MAINTENANCE FOLLOW-UP**

The operations deputy will check JIMS for new requests daily and enter each request into the Department of General Services maintenance request system (TRIRIGA). If maintenance is not able to complete a request and further work is required, maintenance will coordinate the repairs and notifications with the operations deputy. The operations deputy will oversee all follow-up requests by coordinating meetings with maintenance and/or utilizing JIMS and TRIRIGA.