

DATE:	January 16, 2021
NUMBER:	G.1.V
SUBJECT:	MAINTENANCE PROCEDURES

PROCEDURE

MAINTENANCE UPKEEP

- I. It will be the responsibility of each employee to report any necessary maintenance items. Upon discovering a maintenance issue, make a log entry into JIMS. Ensure all maintenance requests are submitted through the Facility/Area Notes section in JIMS. Prior to entering any new requests, review submitted requests to be sure it has not been previously entered. Each maintenance problem will be reported separately.
- II. When maintenance arrives on the floor, it is the responsibility of the housing deputy to make the appropriate entry into the JIMS, “maintenance” category. If the problem is not immediately fixed and further work is required, please make the proper JIMS entry and notify the Operations Deputy via e-mail.
- III. All after-hours/emergency maintenance request will be approved by the Watch Commander or designee. Once approved, the Control Deputy will call the DGS after hours number and notify them of the request. The proper JIMS entry will be made.