



SCDC POLICY/PROCEDURE

Change 1 to "ADM - 13.07 ": [1.1.2](#),

Change 2 to ADM-13.07: [2.4](#)

NUMBER: ADM-13.07

TITLE: MAINTENANCE AND REPAIRS

ISSUE DATE: January 1, 2006

RESPONSIBLE AUTHORITY: DIVISION OF FACILITIES MANAGEMENT

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-13.07 (June 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 19-41, 20-22, 21-2, 21-26A, 21-26B

ACA/CAC STANDARDS: 4-ACRS-1A-09, 4-ACRS-1A-06, 4-4123, 4-4218, 4-4333

STATE/FEDERAL STATUTES: Clean Air Act, 42 U.S.C.A §7401 et. seq., Clean Water Act, 26 U.S.C.A. §1251 et. seq., Americans with Disabilities Act of 1990, 42 U.S.C.A., §12101 et. seq.

THERE HAVE BEEN MAJOR CHANGES TO THIS POLICY AND THE CHANGES ARE NOT IN ITALICS.

PLEASE NOTE THAT THIS POLICY/PROCEDURES ARE APPLICABLE TO ALL SCDC INSTITUTIONS AND FACILITIES EXCEPT FOR THE MAINTENANCE OF THE CENTRAL OFFICE COMPLEX WHICH IS ADDRESSED IN ADM-13.09, "MAINTENANCE OF THE WILLIAM D. LEEKE BUILDING AND ANNEX BUILDINGS."

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SPECIFIC PROCEDURES:

1. INSTITUTIONAL SAFETY, SANITATION, AND MAINTENANCE INSPECTIONS:

1.1 Daily Inspections: Each Warden will ensure that the housekeeping plan for all areas of the facility's physical plant provides for daily cleaning and regular maintenance by assigning specific duties and responsibilities to staff and inmates. Sanitation deficiencies observed will be corrected immediately by tasking personnel, inmate work squads, and/or institutional maintenance. Each area of unit operations, i.e., housing cellblocks/dorms, food service, laundry service, agricultural operations, industrial operations, other office/staff areas, etc., will ensure that necessary supplies are obtained to keep the areas clean.

1.1.1 Daily inspections will also include checking for safety hazards, lighting, and maintenance issues. All physical deficiencies beyond the immediate staff capability to correct will be entered via the CRT message system or on the "Work Order Request", SCDC Form 21-2, and will be signed by the Warden, Division Director, or Designee. A description of the problem and a copy of the form will be given to the Maintenance Section, who will enter all information into the Automated Work Order System to create a work order and will perform corrective action as required.

1.1.2 Each spring and fall an Institutional wide cleaning day will be held. The days will be set by the Agency Director. All areas, to include Industries, will be cleaned on those days. Bagged meals will be served on those days.

1.2 Maintenance issues found during inspections conducted by Institutional employees during their weekly inspections will be entered into the Work Order System by a Maintenance staff member/designee. Any routine maintenance and repair work noted during these inspections that would require the expenditure of funds and/or manpower (whether performed by the Division of Facilities Management or by institutional maintenance personnel) will be entered into the AWOS by institutional maintenance personnel. (NOTE: Exceptions may be made for Prison Industries [PI] production equipment inspected and maintained by PI officials.) SCDC Form 21-2, "Work Order Request," may be used to record this information until a work order can be entered into the AWOS. (NOTE: A Division of Resource and Information Management [RIM] training manual can be obtained from RIM which outlines detailed instructions on entering work orders using the AWOS.) (4-ACRS-1A-06, 4-4218, 4-4333)

1.3 Any routine work order request requiring the expenditure of funds must be approved by the Director of Facilities Management or designee. Expenditures totaling \$300.00 or more must also be approved by the Director of Budget and Resource Management or designee. In addition, any work order that would require any structural modification or project to be completed must adhere to the procedures in SCDC Policy/Procedure ADM-13.01, "Requests for New Construction, Renovations, Demolition, and Major Repair."

1.4 Institutional maintenance must supply a list of all major equipment to the Division of Facilities Management so that a fixed asset decal number can be created for each piece of equipment. Decal numbers must be engraved on equipment. The decal number must be entered on all work orders related to a fixed asset.

1.5 Emergency Work Orders During Normal Business Hours: All emergency work order requests made to the Division of Facilities Management during normal business hours will be generated by entering priority "01" and central maintenance "YES" in the AWOS. Information pertaining to the location and nature of the emergency and any other supplemental information that may be of assistance in determining the tools, equipment, or supplies that will be needed to complete the work will also be entered.

1.5.1 Once the above information has been entered into the AWOS, the Director of Facilities Management or designee will ensure that the work order is assigned and completed on a priority basis. No further data entry will be required on the part of the requester.

1.5.2 Any purchases dealing with emergency maintenance and repair work will be handled on a priority basis consistent with the nature of the emergency. Consideration will be given to the expenditure of funds in as economical a manner as possible.

1.5.3 When completing emergency repairs on structural, electrical, mechanical, or kitchen equipment and boiler systems, proper judgment will be used by facility and central maintenance personnel to ensure that local codes, regulations, and standards are not violated. (4-ACRS-1A-09, 4-4123, 4-4218)

1.6 Emergency Work Orders After Normal Business Hours: Facilities experiencing emergencies after normal working hours which institutional maintenance personnel cannot correct will contact the Emergency Action Center (EAC) and provide the staff on duty with as much information as possible regarding the nature of the emergency.

1.6.1 The EAC will be responsible for contacting the Division of Facilities Management "on-call" representative and for relaying the information regarding the nature of the trouble to this representative.

1.6.2 The individual performing the emergency repairs will be responsible for entering a work order into the AWOS the next business day indicating the material, equipment, and time expended in the resolution of the problem.

1.6.3 The same procedures outlined in 1.5.2 and 1.5.3 above, are applicable. (4-4218)

1.7 Preventive Maintenance: Preventive maintenance tasks will be established on all major pieces of equipment to ensure their proper and efficient operation. (NOTE: Exceptions will be made for PI production equipment under preventive maintenance plans developed by PI officials.) Each institutional Maintenance Superintendent will establish these preventive maintenance tasks based on a physical inventory of all operating equipment located at each SCDC facility. All tasks identified will comply with manufacturer's recommendations; with applicable state and or federal standards, codes, and regulations; and with related SCDC policies/procedures and directives.

1.7.1 Work orders must be created to account for labor and materials resulting from preventive maintenance. Institutional Maintenance personnel will be responsible for completing each identified task within 30 days. (4-4218, 4-4333)

2. PURCHASE OF MATERIALS TO ACCOMPLISH MAINTENANCE AND REPAIR :

2.1 All purchases for maintenance and repair will be made by a representative of the facility or division responsible for performing the work. The responsible facility or division will utilize the "Materials Request Screen" of the AWOS for this purpose. When requested, the Director of Facilities Management or designee will provide assistance with purchases.

2.2 Any request for a blanket purchase order will require a work order to be entered and approved by the Director of Facilities Management or an approved designee.

2.3 The Director of Facilities Management or designee has approval authority up to \$300.00. Requests exceeding \$300.00 will be forwarded through the Division of Facilities Management to the Division of Resource and Budget for approval.

2.4 Credit Card Purchases: Maintenance credit cards are to be used in place of petty cash purchases. Purchases ~~of exceeding~~ **exceeding** \$300.00 ~~or more~~ are to be pre-approved ~~as stated in 2.3~~ **by the Division Director/Designee of Facilities Management**. At the end of each billing cycle, all receipts will be verified by the cardholder and forwarded to the Division of Facilities Management with supporting documentation to include the work order number written on the receipt **and the cardholder's signature**.

3.FACILITY INSPECTIONS BY THE DIVISION OF FACILITIES MANAGEMENT:

3.1 The inspection staff of the Division of Facilities Management will be responsible for conducting inspections as outlined in GA-06.01, "MANAGEMENT REVIEWS". At a minimum, the following items will be reviewed and inspected: performance in completing and closing work orders; preventive maintenance programs; energy conservation performance; maintenance staffing requirements; equipment needs for maintenance work; building code violations (4-ACRS-1A-09, 4-4123,4-4218)

4. DEFINITIONS:

Automated Work Order System (AWOS) refers to a computerized system designed to provide the SCDC with a record of all maintenance and repair requests requiring the expenditure of any manpower or funding. The system also enables the SCDC to keep a record of the costs associated with all purchases made to complete any maintenance or repair requests.

Construction refers to the erection of a new facility, building, or addition that does not currently exist.

Corrective Maintenance refers to the unscheduled, but planned, emergency actions required to restore facilities and/or equipment. (4-4218)

Inactive Maintenance refers to the maintenance of facilities and equipment in a good state of readiness when the facility and/or equipment is in an inactive status.

Predictive Maintenance refers to a concept which provides for the collection and analysis of data to determine the condition and performance of equipment and systems to predict failures and to permit planned shutdowns for maintenance purposes.

Preventive Maintenance refers to the periodic inspection of buildings and equipment to detect conditions that could lead to breakdown or replacement, and to correct such conditions before breakdown occurs or replacement is necessary. (4-ACRS-1A-06, 4-4218, 4-4333)

Renovation refers to the modification of existing facilities, buildings, or structures.

Repair refers to the reconstruction or renewal of any part of an existing facility or equipment for maintenance purposes.

SIGNATURE ON FILE

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.