

5.100. FACILITY REPAIRS AND MAINTENANCE

110.00. REPORTING MAINTENANCE PROBLEMS: Staff shall monitor their assigned area during their shift and report any maintenance problems, regardless of the problem, through proper reporting procedures.

(Rev. 10/2010)

115.00. MAINTENANCE REQUESTS: Staff shall utilize the eWorks program when submitting maintenance requests. The program is located on Starlink under the Applications tab. Staff shall only submit one request per work order.

Staff may use Maintenance Repair slips when eWorks is inoperable.

(Rev. 10/2010)

120.00. URGENT MAINTENANCE REQUESTS: Staff shall immediately notify a shift supervisor when a problem is discovered requiring immediate repair. The shift supervisor shall determine the degree of urgency and make the proper notifications.

(Rev. 10/2010)

140.00. MAINTENANCE IN HOUSING AREAS: When maintenance staff responds to a maintenance problem in a housing unit, all inmates in that section shall be locked in their cells and a deputy shall be present. If repair is needed in dormitory housing, inmates may be removed from the housing segment or ordered to stay on their bunks for the duration of the repair. If the repair is needed inside a cell, the inmates housed in that particular cell shall be secured in another area until the repair work has been completed. It shall be the deputy's responsibility to secure that area when maintenance enters the unit for repair work, and to prevent contact between inmates and maintenance workers. (Refer to Facility Specific Policy)

(Rev. 02/2019)