



## **FACILITY MAINTENANCE**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to inspect, report deficiencies, and respond to the maintenance repair needs of the facilities to keep them structurally sound, weather tight, safe, secure, and within County public facilities standards for cleanliness and appearance.

### **PURPOSE.**

The purpose of this policy is to provide general guidelines governing facility maintenance requirements.

### **OREGON JAIL STANDARDS.**

- E-112 Tool and Material Control Plan
- H-203 Maintenance Plan
- H204 Testing of Emergency Equipment
- H-205 Use of Inmates in Jail Maintenance
- H-206 Internal Inspections
- H-207 Documentation of Sanitation and Maintenance

### **REFERENCES.**

- ORS 169.040, Inspection of Local Correctional Facilities
- ORS 169.070, Coordination of State Services by Department of Corrections; Inspections to Determine Compliance with Standards
- ORS 169.076, Standards For Local Correctional Facilities
- Oregon Administrative Rules, Chapter 166, Secretary of State, Archives Division.
- Oregon Uniform Fire Code

### **PROCEDURES.**

#### ***SECTION A: GENERAL MAINTENANCE***

- A-1.** The Sheriff's Building Maintenance Unit will do all maintenance and repairs to jail facilities and any installed equipment, unless the repair requires an outside contractor. The Sheriff's Building Maintenance Unit will set standards, regulations and schedules of preventative maintenance.

- A-2.** Corrections staff or inmate workers will not do any maintenance or repairs unless they have the approval of the maintenance supervisor and are properly trained and supervised.
- A-3.** Maintenance staff may use inmate workers to complete maintenance tasks. However, inmates must be supervised by corrections staff and may not be used in any way that would provide them access to or knowledge of jail security systems or confidential procedures.
- A-4.** Corrections staff will report routine facility maintenance needs in a timely manner, usually by the end of the shift, to protect the overall working conditions and quality of DCAJ and WC. Corrections staff, in coordination with the shift supervisor, will phone the Building Maintenance Unit to report problems and request repairs. After normal business hours, staff will leave a voice-mail or email.
- A-5.** Corrections staff that find any part of the jail facility, or its installed equipment, to be damaged or inoperable to the extent it may endanger life, compromise jail security or present another urgent or emergency condition, must report it immediately to the shift supervisor and then to maintenance staff. The maintenance staff will determine if the repair is an emergency that requires immediate attention or if it is something that can wait until the next business day.
- A-6.** Corrections deputies will inspect jail facilities for maintenance issues as part of normal shift security checks. Any requests for repairs, or repairs done by maintenance staff, will be recorded in the daily log in the jail management system (JMS).
- A-7.** Maintenance staff must abide by material and tool control procedures as set forth in DCAJ [Policy CD-8-4, Key, Tool and Material Control](#). This includes limiting such items to inmates. In addition, jail staff will itemize and document all tools and equipment of outside contractors on *Outside Contractor Tool Log Form No. 333*.

### **SECTION B: MAINTENANCE PLAN**

- B-1.** The maintenance supervisor will work with corrections staff in establishing a maintenance plan that will include a schedule for periodic, routine and preventative maintenance and inspections of jail systems including, but not limited to:
- a. Plumbing.
  - b. Lighting and other electrical systems.
  - c. Heating, ventilation and air conditioning systems.
  - d. Bunks, tables and other furnishings.
  - e. Locks.
  - f. Steel grill (bars), doors, windows, walls and other security barrier components.
  - g. Closed-circuit television and other Control Center equipment.
  - h. Repainting or refinishing surfaces as needed to prevent deterioration.
  - i. Fire reporting and suppression systems equipment.

- B-2.** Maintenance work will be prioritized so that life or security threatening and other emergency conditions receive immediate attention.
- B-3.** The maintenance supervisor has responsibility for identifying tasks required as part of the maintenance plan and prioritizing, assigning and carrying out work assignments based on the best interests of the facilities.
- B-4.** The maintenance supervisor will maintain current files that serve as records of inspections and repairs, as appropriate. He will also ensure timely follow-up on all maintenance problems.
- B-5.** As part of the weekly internal sanitation inspection, a corrections lieutenant or designee will note in the jail management system any observed maintenance deficiencies and report the problem(s) to the maintenance supervisor.

### ***SECTION C: TESTING OF EMERGENCY EQUIPMENT***

- C-1.** The maintenance supervisor is responsible for routine testing of emergency equipment including, but not limited to:
- a. Emergency generators, emergency lights and other emergency systems every thirty (30) days, or less if required by manufacturer.
  - b. Fire alarms, detection, and suppression systems twice annually, per Oregon OSHA standards.
- C-2.** The above testing schedule may be altered, in the event:
- a. The equipment has self-testing programs that test at a more frequent interval.
  - b. The equipment has sensors that continuously monitor its operation to ensure it is working properly and are able to identify trouble and give a warning signal.
  - c. The manufacturer of the equipment recommends a different test frequency, which may be more than thirty (30) days.
- C-3.** The maintenance supervisor is responsible for documenting routine testing of emergency equipment.

### **FORMS USED:**

- AFP-200 Fire Suppression System Test Form No. 915
- Semi-Annual Preventative Maintenance and Inspections Form No. 916
- Monthly Equipment Checks Form No. 917
- Gaylord Quencher Water Spray Fire Protection Certification/Inspection Report
- Outside Contractor Tool Log Form No. 333