

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SANITATION AND MAINTENANCE

Chapter

JI 04 - MAINTENANCE

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JI 04/01.00 **GENERAL**

JI 04/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale, and procedure for Facility Maintenance.

JI 04/01.02 **Cross References**

JF 01 - Facility Security and Surveillance

JG 04 - Inmate Laundry Services

JJ 05 - Inmate Work Procedures

JK 01 - Prisoner Housing Unit

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JI 04/01.03 **Definitions**

PMS Preventative Maintenance Schedule

**Preventive
Maintenance** the scheduled maintenance to prevent the failure of a piece of
equipment or system

UJS Utah Jail Standards

WCCF Weber County Correctional Facility

WCS Weber County Sheriff

JI 04/02.00 **FACILITY MAINTENANCE**

JI 04/02.01 **Policy**

It is the policy of the WCCF that:

- A. jail officials should adopt and implement a maintenance plan for the facility;
- B. emergency equipment shall be routinely tested; and
- C. facility and equipment will be maintained to provide a safe and secure working and living environment for inmates and staff.

JI 04/02.02 **Rationale**

- A. Written policies and procedures are necessary to set forth the requirements for facility maintenance.
- B. Standards for maintenance are required by the Eighth Amendment because:
 - 1. in the closed confinement of a jail, prisoners are less able to protect their own safety;
 - 2. damage to walls, floors, ceilings, fences, and other areas may suggest the possibility of a pending escape attempt;
 - 3. when the integrity of the facility or its security components is degraded, the security and safety of the facility is diminished,
 - 4. plumbing, electrical, and heating/ventilation/air conditioning systems are critical to maintaining a proper living environment; and
 - 5. inadequate maintenance may be used by plaintiffs in combination with other problems to portray jail officials as indifferent to prisoners' needs.
- C. Emergency equipment is worthless if it is not functional at the time it is needed. The need to ensure equipment is in good working condition is greater in a closed environment like the jail.
- D. This program is designed to prolong the useful life of all facility property.

JI 04/02.03 **Procedure: Maintenance Program/Plan**

The WCCF should implement a comprehensive preventive maintenance program for the facility which provides for emergency repairs or replacement. The program should be operated on a continuing basis to test and service various components of the facility's property. This maintenance plan should include:

- A. a schedule for preventative maintenance tasks of:
 - 1. general building maintenance; and
 - 2. specific items of machinery or equipment;
- B. identifying machinery or equipment which is covered by manufactures warrantee, noting deadline of posted warranty;
- C. responsibility for assigning tasks and carrying out work assignments;
- D. identifying tasks required as a part of the maintenance plan, including, but not limited to inspecting and, when needed, repairing:
 - 1. plumbing;
 - 2. lighting and other electrical systems;
 - 3. heating, ventilation, and air conditioning system;
 - 4. bunks, tables, and other furnishings;
 - 5. locks;
 - 6. steel grille (bars), doors, windows, walls and other security barrier components; and
 - 7. closed-circuit television and other control room equipment.

E. Inspection Schedule:

The preventive maintenance inspection schedule should contain the following information:

- 1. Type and frequency of the inspection schedule;.
- 2. Description of the equipment, including make, model and serial number;
- 3. Standard time for servicing and/or inspecting each item of equipment.

F. Inspection Check Lists

The preventive maintenance inspection check list shall:

1. contain a description of the servicing, checks, and or adjustments that must be performed during the inspections;
2. be developed as various types of equipment and systems become available. Some sources of information are:
 - a. Manufacturers' service manuals - These are valuable guides on how a piece of equipment should be installed, operated and maintained, as well as providing data regarding adjustments, servicing, parts replacements, and overhauls.
 - b. Operators - The operators of equipment systems can provide information on maintenance problems of a local nature.

G. Corrective Action:

Inspectors' reports will provide a basis for initiation of corrective maintenance and repair work as well as probable maintenance work. The urgency for maintenance deficiency correction varies and will be divided into three categories: Urgent - Essential - Projected.

1. *Urgent Maintenance* - is a deficiency or breakdown found during the course of an inspection requiring immediate correction to eliminate hazards to personnel or equipment, loss or damage to the property, and avenues of possible escape.
2. *Essential Maintenance* - consists of those items of maintenance which should be corrected as soon as possible but are not of sufficient urgency that they cannot be fitted into a work planning schedule.
3. *Projected Maintenance* - includes items similar to those of essential maintenance but of a less urgent nature, e.g., items showing some evidence of deterioration which will increase with time and, subsequently, require corrective action. This category provides a list of maintenance and repair work for advanced budget planning.

H. Maintenance Requests

1. Maintenance requests shall be prepared by facility staff and logged into the Jail Management System.
2. Maintenance requests shall then be reviewed by the Maintenance Administrator, and the necessary work order shall be issued to correct the indicated defect.

3. Maintenance requests shall be prioritized by Security need, Safety need, or General need.

I. Program/Plan Evaluation

Program evaluation shall be accomplished annually by the WCCF Commander and the Maintenance Administrator. This review shall include the following evaluations related to the preventive maintenance program:

1. maintenance inspection reports quarterly or as needed;
2. inventory records;
3. the maintenance schedule;
4. maintenance requests submitted; and
5. work order completions.

JI 04/02.04 **Procedure: Maintenance Requests**

- A. It is the responsibility of all staff to identify and report all hazards and area's needing maintenance, in conjunction with WCCF Policy JK 01, Prisoner Housing Unit.
- B. Maintenance requests shall be utilized to report such hazards.
- C. Maintenance requests should be prioritized to ensure that:
 1. life-threatening, security-threatening, and other emergency repairs get immediate attention; and
 2. there is a system of ensuring timely follow up on all maintenance problems.
- D. Maintenance requests shall be completed with adequate and accurate information to facilitate proper repair.
- E. Maintenance requests shall be logged on the JMS.
- F. Progress of requested maintenance should be easily identified to include:
 1. the date the request was initiated identifying items/areas in need;
 2. the date the request was received by the Maintenance Department;
 3. the date the work or maintenance was performed;

4. areas of back log, i.e., waiting for parts, additional service, etc.

JI 04/02.05 **Procedure: WCCF Maintenance Staff**

WCCF maintenance staff should:

- A. inventory and review all equipment and establish a preventive maintenance schedule in accordance with the maintenance plan or the equipment manufacturers published guidelines;
- B. schedule the service/maintenance for all WCCF equipment;
- C. prepare work orders and log work orders for each scheduled action, attaching multiple/identical maintenance requests to a single maintenance work order;
- D. complete work orders, recognizing that:
 1. other problems that may need attention or must be addressed for completion of the PM may require substantial time; and
 2. a corrective work order, if appropriate, may be completed to document the work expenditure; and
- E. turn in all completed work orders to the Maintenance Administrator.

JI 04/02.06 **Procedure: WCCF Maintenance Administrator**

The WCCF Maintenance Administrator should:

- A. create preventive maintenance routines for critical items of building systems and equipment to minimize out of service time due to failures as well as reduce costly breakdown repairs;
- B. strive to detect maintenance deficiencies in their early stages of development and take corrective action;
- C. plan and schedule resulting maintenance work to provide a reasonable controlled work flow thus enabling better utilization of labor and materials;
- D. detect and reduce areas (or items) which have been receiving more maintenance than is necessary;
- E. be responsible for the control and coordination of all preventive maintenance inspections;

- F. prepare a monthly preventive maintenance report summarizing the number of PM activities completed for the month and those PM activities not completed but carried forward to the next month;
- G. receive and process completed work orders;
- H. assure that the maintenance activity performed on the work order be posted on the appropriate equipment card;
- I. note completed Maintenance Requests;
- J. assign the duties of the facility maintenance department staff; and,
- K. ensure the assigned work order number for maintenance repair is documented. If there are unusual delays in remedial action being taken, the administrator shall follow up on the status of open work orders with the maintenance department until the situation is corrected.

JI 04/02.07 **Procedure: Use of Inmates in Jail Maintenance**

- A. Inmates shall not be used for work details that would provide them the means or knowledge to defeat jail security systems.
- B. Inmates shall be selected to work as per WCCF policy JJ 05, Inmate Work Procedures.

JI 04/02.08 **Procedure: Testing of Equipment**

- A. Emergency generators shall be tested in accordance with manufactures testing guidelines and schedule.
- B. Alarms, emergency lights, and other emergency systems shall be at a frequency determined by the Maintenance Administrator.
- C. The sewage ejection pump (and system) should be tested at least weekly.
- D. Smoke detectors shall be tested annually, and in accordance with procedures set forth in the Uniform Fire Code and the State Fire Marshal's Office.