

BUILDING MAINTENANCE

STANDARD NO(S):

NYSSA

DATE:

May 18, 2010

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REFER TO:

Michael Madziarz

I. OBJECTIVE:

To establish procedures concerning building maintenance.

II. POLICY:

It is the policy of the Seneca County Law Enforcement Center to ensure the building, grounds, equipment and systems are maintained and functioning properly at all times.

III. DETAILS:

- A.** All requests for building maintenance to perform any activity must be in writing using form AD-004 (Maintenance Request).
- B.** Maintenance staff will not be authorized to perform any maintenance or repair work based on a verbal, telephone, or e-mail request.

IV. PROCEDURE FOR FILING A REQUEST:

- A.** All officers will advise their Shift Supervisor of the need for supplies, maintenance or repair.
- B.** The Shift Supervisor will review all requests. If approved, form AD-004 will be signed, dated, and forwarded to the Maintenance Supervisor as authorization to perform the activity, work, or repair.
- C.** If the request is not approved by the Shift Supervisor, the AD-004 will be given to the Correction Lieutenant for approval or denial.
- D.** When the activity is completed, a signed copy will be maintained in the Maintenance Supervisor's Office, with the original being forwarded to the Sergeant's Office.
- E.** All support staff having a need for maintenance or repair will notify the Shift Supervisor.

V. ROUTINE SERVICE:

- A.** Requests for routine services will be made, checking the appropriate area on form AD-004 and forwarding to the Maintenance Supervisor.
- B.** This will apply to such issues as leaking faucets, blocked toilets, blown light bulbs, etc.
- C.** All routine service requests will be submitted by the Shift Supervisor by the completion of their shift.
- D.** The Maintenance Supervisor will collect all requests each business day at the beginning of duty and perform the routine service needed.
- E.** Upon completion, a signed copy will be maintained in the Maintenance Supervisor's Office, with the original being forwarded to the Sergeant's Office.

VI. EMERGENCY SERVICE:

- A.** In the event emergency services are required by maintenance, such as flood/water or power emergencies, the Maintenance Supervisor will be notified by the Shift Supervisor. If the Maintenance Supervisor is not in the building at the time, notification will be made by phone.
- B.** In the event of a fire, the Chief Administrative Officer will notify the Maintenance Supervisor of the emergency and have maintenance staff prepare to perform repair work and other duties if needed.