



## **FACILITY MAINTENANCE**

### **POLICY.**

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) 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 Sheriff's Office public facility 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
- E-601 Emergency Planning
- H-203 Maintenance Plan
- H-204 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 Deschutes County Sheriff's Office – Building Maintenance Unit (BMU) will perform all maintenance and repairs to AJ facilities and any installed equipment, unless the repair requires an outside contractor. The BMU will set standards, regulations and schedules for preventative maintenance.

- A-2. Members or inmate workers will not do any maintenance or repairs unless they have the approval of the BMU supervisor and are properly trained and supervised.
- A-3. The BMU may use inmate workers to complete maintenance tasks. However, inmates must be supervised by deputies and may not be used in any way that would provide them access to or knowledge to AJ security systems or confidential procedures.
- A-4. Members 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 the AJ. Members, in coordination with the shift supervisor, will phone the BMU to report problems and request repairs. After normal business hours, staff will leave a voicemail or email.
- A-5. Members that find any part of the AJ, or its installed equipment, to be damaged or inoperable to the extent it may endanger life, compromise security or present another urgent or emergency condition, must report it immediately to the shift supervisor and then to the BMU. The BMU 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. Deputies will inspect jail facilities for maintenance issues as part of normal shift security checks. Any requests for repair, or repairs done by the BMU, will be recorded in the daily log in the jail management system (JMS).
- A-7. The BMU must abide by material and tool control procedures as set forth in AJ [Policy CD-8-4, Key, Tool and Material Control](#). This includes limiting such items to inmates. In addition, members 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 BMU supervisor will work with supervisors in establishing a maintenance plan that will include a schedule for periodic, routine and preventative maintenance and inspections of jail systems including:
  - 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.
  - j. Computers, communication systems and other equipment.
- B-2. Maintenance work will be prioritized so that life or security threatening and other emergency conditions receive immediate attention.

- B-3.** The BMU 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 BMU supervisor will maintain current files that serve as records of inspections and repairs, as appropriate. The supervisor will also ensure timely follow-up on all maintenance problems.
- B-5.** As part of the weekly internal sanitation inspection, a lieutenant or designee will note in the jail management system any observed maintenance deficiencies and report the problem(s) to the BMU supervisor.

***SECTION C: TESTING EMERGENCY EQUIPMENT***

- C-1.** The BMU supervisor is responsible for routine testing of emergency equipment including:
- a. Emergency generators, emergency lights and other emergency systems every thirty-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 days.
- C-3.** The BMU 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