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	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	7500.2B June 29, 2012	
			<b>OPI:</b>	FACILITY MAINTENANCE	
			<b>REVIEW DATE:</b>	August 14, 2014	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	FACILITIES MAINTENANCE			
<b>NUMBER:</b>	7500.2C				
<b>Attachments:</b>	None				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Revisions	<i>Minor Revisions throughout the policy</i>

**APPROVED:**

*Signature on File*



**Thomas Faust, Director**

08/14/2013

**Date Signed**

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<b>Attachments:</b>	NONE			

1. **PURPOSE AND SCOPE.** To provide uniform procedures for physical plant preventive and corrective maintenance at DC Department of Corrections (DOC) facilities, and other areas where DOC has responsibility for maintenance and repair of equipment and/or fixtures, including the Central Detention Facility (CDF), and ancillary facilities.
2. **POLICY.** It is DOC policy to provide a safe environment for staff, volunteers, contractors and inmates.
3. **APPLICABILITY.** This directive applies to all DOC employees, contract employees and inmates committed to the custody of the DOC.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
  - a. DOC shall utilize and document a preventive maintenance and corrective maintenance program.
  - b. DOC shall conform to applicable federal and local building codes and accreditation standards at the CDF.
  - c. DOC shall inspect facilities as outlined in this directive to identify and report maintenance problems for timely repair.
  - d. Appropriate governmental agencies will inspect DOC facilities at specified intervals. DOC shall take remedial action when indicated.
  - e. DOC shall maintain an inventory controls system for all tools, supplies and equipment required for the preservation of DOC facilities.
5. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.

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## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PS 7500.2B                      Facilities Maintenance

### b. Directives Referenced

- 1) PS 2920.1                      Fire Safety/Inspections and Abatement
- 2) PS 2920.4                      Inspections and Abatement Program
- 3) PS 2920.5                      Emergency Response and Evacuation Plan
- 4) PS 2920.8                      Environmental Safety and Sanitation Inspections
- 5) PS 4210.2                      Inmate Institutional Work Program
- 6) PS 5010.1                      Security Inspections
- 7) PS 5010.2                      Accountability for Inmates
- 8) PS 5010.3                      Contraband Control
- 9) PS 5022.1                      Tool Control
- 10) PS 5320.1                      Key Control

7. **AUTHORITY.** DC Code Section § 24-211.02, Powers; Promulgation of Rules

## 8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-06, 4-ALDF-1A-20, 4-ALDF-1C-13, and 4-ALDF-1C-14.

9. **DOC RESPONSIBILITIES.** The Warden, in conjunction with Facilities Manager and the DOC Environmental Safety and Sanitation (ESS) team shall ensure that the CDF is maintained in compliance with applicable federal and local building and life safety codes.

## 10. EMERGENCY EQUIPMENT AND SYSTEMS

- a. The Facilities Manager shall ensure that the following are conducted:
  - 1) Quarterly tests of emergency equipment and systems.
  - 2) Weekly inspections and not less than quarterly load tests of power generators (more frequent tests shall be applied if provided in the manufacturer's recommendations and instruction manual).
- b. Essential lighting and life-sustaining functions are maintained inside the facility and with the community in an emergency.

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## 11. INVENTORY CONTROL

- a. The Facilities Manager shall ensure an accurate accounting and a complete, accurate, and current inventory for all tools, supplies and equipment assigned to Facilities Maintenance tradesmen.
- b. The Facilities Manager shall ensure that the Facility Maintenance Contractor reorders materials as needed to replenish the inventory and removes and disposes of excess or obsolete items from the physical inventory on an annual basis.

## 12. ENERGY CONSERVATION

- a. The Facilities Manager shall institute an energy conservation program for all department facilities.
- b. During cooling season, the temperature shall be maintained at a level no higher than 84 °F.
- c. During heating season, the temperatures shall be maintained at a level no lower than 65°F in occupied areas and 55°F in unoccupied areas.
- d. Primary hot water temperatures shall be maintained as low as possible while still ensuring an adequate supply of 100° to 120°F water at the tap in inmate housing areas. Shower water temperature in the housing areas shall be between 90° F to 105° F.
- e. If lowering the primary water temperatures restricts the supply of adequate hot water for dishwashers and laundry operations, booster heaters shall be installed and operated. The final rinse cycle temperature shall be 180°F for dishwashers and 160°F for laundry operations.

13. **CAPITAL IMPROVEMENT PROGRAM.** The Facilities Manager shall administer and manage all Capital Improvements Program (CIP), Environmental Remediation (ER) and Externally Contracted Construction (ECC) projects in DOC, to include coordinating budget, design, project management and construction activities related to the project, and provide coordination efforts on all DGS managed projects.

14. **FACILITIES MAINTENANCE REQUIREMENTS.** The DOC Facilities Manager shall:

- a. Operate, maintain, monitor, and adjust the day-to-day operations of all mechanical, electrical, and building systems as per the DOC Computerized Maintenance Management System (CMMS) MicroMain Maintenance requirements.
- b. Develop and implement an effective, consistent, and documented preventive maintenance program that targets system performance, life cycle, cost,

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energy consumption, and safety.

- c. Receive record and respond to maintenance trouble calls and perform routine, after-hours and emergency maintenance repairs needed to resolve the problems and prevent recurrence.
- d. Receive, record and respond to user requests for maintenance services such as "hot/cold" complaints, minor building maintenance, minor repairs, lamp replacement, and other miscellaneous services related to customer comfort.
- e. Provide assistance as related to the physical plant and equipment shutdowns during emergencies to include but not be limited to emergency evacuations.
- f. Provide assistance and collaboration based upon their expertise with city engineers after an emergency that may have affected the physical structure to determine if the facility is habitable.
- g. Develop checklists for survey and documentation of regular inspections of equipment critical to the reliable performance of the facility infrastructure.
- h. Conduct facility inspections and during the course of work ensure that based upon expertise and routine observations, contractors also input work orders.
- i. Participate in DOC, DC Fire and Emergency Services (DCFEMS), DC Department of Health (DOH) and DC Occupational Safety and Health Authority (DC OSHA) inspections at the CDF. Where possible, take immediate corrective actions to cited deficiencies and/or participate in development a plan of action to abate deficiencies.
- j. Maintain a skilled workforce. .
- k. Provide inmate work opportunities and manage the work force to include safety orientation and training, payroll, performance evaluations and basic work activities supervision.
- l. Adhere to DOC safety and security policies and procedures to include but not be limited to employee ethics and conduct, tool and key control and control of hazardous materials.
- m. The contractor shall control use of keys, tools, equipment and materials pursuant to security policies and procedures in accordance with PS 5320.1 *Key Control* and PS 5022.1, *Tool Control*.

## 15. INMATE WORKERS

- a. Facilities Management may utilize detail inmates to assist in accomplishing maintenance work at DOC facilities.
- b. Pursuant to PS 4210.2 *Inmate Institutional Work Program*, the contractor shall prepare and submit performance evaluations for inmate workers.

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- c. The respective tradesman shall:
- 1) Ensure inmates are orientated regarding rules for inmate employment in the respective trade;
  - 2) Provide technical instruction/direction to inmates regarding building trades activities, work safety to include but not limited to equipment safety and accident prevention;
  - 3) Supervise and check inmate's work for quality and quantity;
  - 4) Maintain accountability and control of the inmates assigned to them in accordance with PS 5010.2, *Accountability for Inmates* and PS 5010.3, *Contraband Control*; and
  - 5) Prepare monthly progress reports, using the Squad Monthly Rating Form.
- d. Inmate workers shall be searched prior to return to their housing unit at the end of the workday. If contraband is found on the inmate's person or in his/her possession, the inmate shall be subject to disciplinary action in accordance with the institutional disciplinary code.

## 16. REPORTING MAINTENANCE PROBLEMS

- a. Housing unit officers, Command Center and correctional supervisors, as well as maintenance tradesmen at the CDF, shall enter observed maintenance problems into the Computerized Maintenance Management System (CMMS), the automated reporting system.
- b. Shift commanders shall monitor the automated database to ensure that inspections are conducted, deficiencies are entered into the database in a timely manner and to monitor environmental issues within the housing units.
- c. All other employees at CDF and ancillary sites shall report maintenance problems that they observe by calling (202) 673-8114.

## 17. MAINTENANCE PROBLEM PRIORITIZATION

### a. Priority One Maintenance Problems

- 1) Priority One Maintenance Problems include sewage spills, non-working water, clogged sinks, major leaks, non-working toilets, power failures, non-working laundry equipment, no light in cell, exposed wires, broken switches, major air quality and ventilation problems and cell temperatures below 65 degrees or above 84 degrees. Priority One Maintenance Problems may pose a threat to health and/or safety of the affected inmate(s).

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- 2) The Maintenance Foreman shall make every effort to address Priority One problems as expeditiously as possible.
  - b. **Priority Two Maintenance Problems.** Priority Two maintenance problems are minor deficiencies (i.e., leaky faucets or missing/broken vacuum breakers) not of sufficient urgency that they cannot be handled in a normal work-planning schedule. These maintenance tasks problems shall be corrected as soon as possible.
  - c. **Priority Three Maintenance Problems.** Priority Three Maintenance problems include, but are not limited to, painting and other routine, non-emergency maintenance projects. The General and Lead Foremen shall ensure Priority Three problems are scheduled and completed in a timely manner.

#### 18. **INMATE RELOCATION FOR NON-CORRECTION OF PRIORITY ONE MAINTENANCE PROBLEMS**

- a. If a Priority One problem in an inmate cell is not fixed within four hours, a Facilities Management supervisor shall determine whether to declare the cell inoperable because the condition poses a threat to health and/or safety of the affected inmates(s).
- b. If the Maintenance Foreman declares the cell inoperable he/she shall notify the Shift Commander immediately. The Shift Commander shall decide whether to move the cell occupants into another cell based upon stipulations in accordance with PS 2920.4, *Inspections and Abatement Program*.
- c. If the problem does not pose a threat to the health and/or safety of the inmate(s), or there are overriding security concerns, the Shift Commander or higher authority may make a decision not to move the inmate(s).
- d. In cases where a decision is made not to move inmate(s), the Shift Commander shall document the reason, using the "override" field in the database and make notification to the Deputy Warden for Operations prior to the expiration of the four hour time limit.
- e. The Deputy Warden for Operations and the Chief of Facilities Management shall continuously monitor the situation and ensure that the problem is expeditiously addressed.