

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 02/09/2004	NUMBER 04.03.100
	SUBJECT PREVENTIVE AND EMERGENCY MAINTENANCE FOR CORRECTIONAL FACILITIES	
		SUPERSEDES 04.03.100 (10/09/1995)
		AUTHORITY MCL 791.203
		ACA STANDARDS 3-4206; 3-4207; 2-CO-2A-O1; 1-ABC-2B-09; 1-ABC-2B-10
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POLICY STATEMENT:

Preventive and emergency maintenance shall be performed at all state-owned correctional facilities to ensure the proper functioning of all electrical, mechanical and plumbing equipment and systems as well as the facility's physical plant.

POLICY:

GENERAL INFORMATION

- A. For purposes of this policy, "Warden" includes the Special Alternative Incarceration Program facility (SAI) Administrator.
- B. For purposes of this policy, "facility" includes the CFA Region II and III administrative offices and, for CFA Region III, other areas within the Jackson Complex as determined by the Region III Regional Prison Administrator (RPA).
- C. This policy only applies to state-owned facilities that are operated by the Department. The owners of leased correctional facilities and the owners of all other buildings operated by the Department are responsible for providing preventive and emergency maintenance for those buildings.
- D. The Deputy Director of Field Operations Administration (FOA) shall identify the person(s) who shall serve as the maintenance supervisor for state-owned corrections centers for purposes of this policy.
- E. Maintenance and testing of custody, security and safety systems shall be conducted as set forth in PD 04.04.100 "Custody, Security and Safety Systems" and PD 06.01.115 "Custody, Security and Safety Systems - Corrections Centers and Technical Rule Violation Centers", as appropriate.

PREVENTIVE AND EMERGENCY MAINTENANCE MANUAL

- F. The Manager of the Physical Plant Division, Administration and Programs (A&P), shall develop and maintain a Preventive and Emergency Maintenance Manual identifying maintenance requirements (i.e., servicing, testing and repair) to be followed at each correctional facility. This shall include physical plant requirements as well as requirements for the facility's electrical, mechanical and plumbing equipment and systems. It shall specifically address maintenance requirements for the following:
 - 1. Alternative fuel systems, in accordance with applicable National Fire Prevention Association Standards as required by the State of Michigan.
 - 2. Cooking equipment.
 - 3. Emergency back up systems (e.g., generators; lights).
 - 4. Heating and ventilation systems.

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5. Cooling and refrigeration systems.
 6. Utility infrastructure (e.g., drainage systems; power plants; sewage systems).
- G. The Manager of the Physical Plant Division shall provide a copy of the Manual to each Warden and Technical Rule Violation center (TRV) Manager and to the CFA Region III RPA, who shall ensure a copy is made available to the CFA Physical Plant Superintendent, Region III Chief Engineer or FOA Maintenance Supervisor for their respective facilities. The Manager of the Physical Plant Division also shall provide a copy of the Manual to the person(s) identified by the FOA Deputy Director to serve as Maintenance Supervisor for state-owned corrections centers.

PREVENTIVE MAINTENANCE PROGRAM

- H. Wardens, the CFA Region III RPA and the FOA Deputy Director shall ensure that a preventive maintenance program is developed and maintained for their respective facilities, consistent with requirements set forth in this policy and the Preventive and Emergency Maintenance Manual. The program shall include preventive maintenance for health care, Michigan State Industries and human resource offices located within the facility; for the Warden of the Charles Egeler Reception and Guidance Center (RGC), this includes preventive maintenance for the Duane L. Waters Hospital (DWH). Preventive maintenance for the Region II administrative office shall be included in the program developed and maintained for the Riverside Correctional Facility (RCF).
- I. A preventive maintenance program shall provide for scheduled inspections and required maintenance of electrical, mechanical and plumbing equipment and systems within the facility. Inspections and maintenance shall be performed only by staff or other appropriate individuals trained in the operation of the equipment and/or system, and shall be performed consistent with any manufacturer recommendations.
- J. Wardens, the CFA Region III RPA and the FOA Deputy Director shall ensure a written report identifying scheduled inspections and maintenance at their respective facilities is submitted to the Manager of the Physical Plant Division or designee for approval. Any changes required by the Manager of the Physical Plant Division or designee shall be incorporated into the facility's preventive maintenance program.

EMERGENCY MAINTENANCE PROGRAM

- K. Wardens, the CFA Region III RPA and the FOA Deputy Director shall ensure that an emergency maintenance program is developed and maintained for their respective facilities, consistent with requirements set forth in this policy and the Preventive and Emergency Maintenance Manual. The program shall include emergency maintenance for health care, Michigan State Industries and human resource offices located within the facility; for the RGC Warden, this includes preventive maintenance for DWH. Emergency maintenance for the Region II administrative office shall be included in the program developed and maintained for RCF.
- L. Emergency maintenance programs shall provide for the immediate restoration of equipment and facilities to such a condition that human life or structural soundness of equipment or facilities is not endangered. This shall include making necessary repairs to equipment and structures to prevent health or safety hazards, a potential security threat or escape. In a secure facility, immediate attention shall be directed to the restoration of necessary equipment operation in areas such as food service, power plant, health services, perimeter lighting and security systems. The plan shall include a current list of the names and telephone numbers of Central Office and facility employees, private contractors and vendors to be called for emergency repairs or maintenance.

ANNUAL INSPECTION

- M. Wardens, the CFA Region III RPA and the FOA Deputy Director shall ensure that all maintenance activities in their respective facilities are documented in writing and monitored. Wardens, the CFA

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Region III RPA, TRV Managers and managers of state-owned corrections centers shall ensure that all required maintenance is provided in a timely manner for each area of their respective facilities, including health care, Michigan State Industries and human resource offices located within the facility; for the RGC Warden, this includes preventive maintenance for DWH. The RCF Warden shall ensure required maintenance is provided for the Region II administrative office.

- N. CFA Physical Plant Superintendents, the Chief Engineer for the CFA Region III administrative office, FOA Maintenance Supervisors or designees shall conduct an annual inspection of their respective facilities to assess the need for any future maintenance. The RCF Physical Plant Superintendent shall conduct the inspection for the CFA Region II administrative office. The results of each inspection, including all needed maintenance, shall be documented in writing and submitted to the Warden, the CFA Region III RPA or FOA Regional Administrator, as appropriate; the DWH Administrator shall receive a copy of the inspection report for DWH. This information shall be used to assist in identifying future budgetary needs and establishing spending plans, as appropriate.

MAINTENANCE REQUESTS

- O. Employees shall report maintenance problems and request repairs using the Department's computerized maintenance management system where available or by submitting a completed Maintenance Service Request (CAJ-929) to the Warden, the CFA Region III RPA, TRV Manager, corrections center manager, or designee, as appropriate. All conditions requiring emergency maintenance shall be reported immediately. Requested repairs and reported maintenance problems shall be addressed in a timely manner and all emergency maintenance completed as soon as possible.

OPERATING PROCEDURES

- P. Wardens, the CFA Region III RPA and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to Wardens, FOA Regional Administrators, the SAI Administrator and the Manager of the Physical Plant Division, A&P, to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

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