

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/06/2020	NUMBER 04.03.100
	SUBJECT MAINTENANCE OPERATIONS FOR MDOC OPERATED PROPERTIES AND FACILITIES	
SUPERSEDES 04.03.100 (02/09/2004)		AUTHORITY MCL 791.203
PAGE 1 OF 3		

POLICY STATEMENT:

Maintenance shall be performed at all state-owned properties and facilities that are operated by the Department to ensure the proper function of all security, electrical, mechanical and plumbing equipment and systems as well as the property's/facility's Physical Plant.

RELATED DOCUMENT:

Physical Plant Operations Plan

POLICY:

GENERAL INFORMATION

- A. This policy only applies to state-owned properties and 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 all maintenance.
- B. 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."
- C. All equipment, including specialized equipment (i.e., Health Care, security, food service) shall be included in the Physical Plant Operations Plan and the Preventive and Emergency Maintenance Manual. Wardens and appropriate Administrators shall ensure that all maintenance is performed by qualified staff or a qualified vendor.

PHYSICAL PLANT OPERATIONS PLAN

- D. The Administrator of the Physical Plant Division shall develop and maintain a Physical Plant Operations Plan.

The Physical Plant Operations Plan shall include:

- 1. Preventive maintenance;
- 2. Emergency maintenance;
- 3. Routine maintenance;
- 4. Mandated required reporting;
- 5. Other physical plant requirements.

- E. The Administrator of the Physical Plant Division shall provide a copy of the Physical Plant Operations Plan to each Warden and appropriate Administrator, who shall ensure a copy is made available to the Physical Plant Supervisor.

FACILITY PREVENTIVE AND EMERGENCY MAINTENANCE MANUAL

- F. Wardens and appropriate Administrators shall ensure that a facility specific Preventive and Emergency Maintenance Manual is developed and a hard copy is maintained in the Physical Plant Office for their respective facilities, consistent with requirements set forth in this policy and the Physical Plant Operations Plan.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/06/2020	NUMBER 04.03.100	PAGE 2 OF 3
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- G. Wardens and appropriate Administrators shall ensure an electronic copy of the Preventive and Emergency Maintenance Manual identifying scheduled inspections and maintenance at their respective facilities is submitted to the Administrator of the Physical Plant Division or designee for approval annually. The Physical Plant Administrator or designee shall provide an approval memo to the facility.
- H. The Preventive and Emergency Maintenance Manual 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 FACILITY INSPECTION

- I. Wardens and appropriate Administrators shall ensure that all Physical Plant assets in their respective facilities are inspected, evaluated, and documented in writing. Wardens and appropriate Administrators shall forward written verification of their review along with the annual inspection to the Physical Plant Administrator or designee.

MONTHLY FACILITY MAINTENANCE MEETING

- J. Wardens and appropriate Administrators shall conduct a monthly meeting with Physical Plant Supervisors, Facility Managers, and other appropriate staff. An agenda template is included in the Physical Plant Operations Plan. This template shall be used to develop the meeting minutes. Reports and meeting minutes shall be forwarded electronically to the Physical Plant Administrator or designee.

The meeting topics shall include:

1. Project status;
2. Emergency maintenance;
3. Overtime;
4. Review “completed work orders by labor and date” report.

MAINTENANCE REQUESTS

ROUTINE MAINTENANCE

- K. All staff that work in Department owned and operated properties/facilities shall report maintenance problems and request repairs using the Department’s Computerized Maintenance Management System (CMMS).

EMERGENCY MAINTENANCE

- L. All conditions requiring emergency maintenance shall be reported immediately to Shift Command or the appropriate supervisor. Requested repairs and reported maintenance problems shall be addressed in a timely manner, and all emergency maintenance shall be completed as soon as possible. All emergency repairs shall be followed up with a CMMS maintenance request and documented on the Project Review and Approval form (CAH-135) as outlined in the Physical Plant Operations Plan.

PROJECTS

- M. Any construction, remodeling, renovating, or occupancy changes shall have prior approval on the Project Review and Approval form (CAH-135) as outlined in the Physical Plant Operations Plan.

OPERATING PROCEDURES

- N. If necessary, to implement requirements set forth in this policy directive, Wardens and appropriate Administrators shall ensure that procedures are developed or updated.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/06/2020	NUMBER 04.03.100	PAGE 3 OF 3
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AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and shall be provided to Wardens, appropriate Administrators, and the Administrator of the Physical Plant Division to assist with self-audit of this policy, pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 11/12/2019