

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PP-BS-03

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 2: PHYSICAL PLANT

Sub Chapter: BUILDING & SAFETY CODES

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: MAINTENANCE PROGRAM

ACA Standards: 5-ACI-2A-01, 5-ACI-3B-08, 5-ACI-3B-09

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Authority:

1. PURPOSE

To describe the preventive maintenance program in place at Iowa Department of Corrections (IDOC) institutions and to describe a process that will ensure timely repair of property and major equipment.

2. POLICY

It is the policy of the IDOC to ensure that all of the correctional institutions under its jurisdiction are operated in a safe, humane and efficient manner. This is enhanced by the use of a regular preventive maintenance program for property and major equipment.

CONTENTS

- A. Preventive Maintenance
- B. Work Orders

3. DEFINITIONS – As used in this document:

- A. Plant Operations Manager – The individual, regardless of position title, who has overall responsibility for the institution's physical plant and maintenance operations.

B. Emergency Repair – Any breakdown or damage that results in a breach of security, a safety issue, a malfunction of any equipment that would cause further damage if not repaired immediately, or a communication outage.

C. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Preventive Maintenance

Each institution shall establish a comprehensive preventive maintenance program for its physical plant and major equipment. Under the supervision of the Plant Operations Manager, the program must establish procedures designed to prolong the useful life of all institutional property through predetermined, scheduled inspections and timely repair. These inspections will be scheduled in accordance with manufacturers' recommendations and other factors including input from equipment operators. The institution conforms with applicable federal, state, and/or local building codes. (Renovation, Addition, New Construction Only)(**5-ACI-2A-01**)

1. Each Plant Operations Manager shall establish a predetermined schedule to detect the continuing maintenance needs of major equipment.
 - a. This system must entail periodic examinations, lubrication, minor adjustments, and servicing of plant equipment and systems by designated personnel or contract service providers.
 - b. All preventive maintenance inspections shall be documented in a manner determined most useful to that particular institution.
 - c. Maintenance problems beyond the capacity or authority of the inspector to correct will be reported to the Plant Operations Manager, who will arrange for corrective action.
 - d. The Plant Operations Manager will be responsible for the maintenance of records documenting the inspection, the name of the inspector, and any maintenance work completed. (**5-ACI-3B-08**)
2. The Plant Operations Manager shall establish procedures and documentation that guarantees that all emergency equipment and systems are tested at least quarterly. Inspections will be conducted weekly on power generators with load testing done at least quarterly. (**5-ACI-3B-09**)

B. Work Orders

The Plant Operations Manager shall ensure that necessary repairs to facilities and equipment are completed in a timely manner.

1. Staff is authorized to submit a work order requesting the inspection and repair of institutions or equipment needing attention.
2. Work orders shall be reviewed by the Plant Operations Manager or designee in order to ensure appropriate classification and disposition of work orders. Classification of work orders is an institution decision and shall be designated in institutional procedures how work orders are handled.