

City of St. Louis Department of Public Safety/ Division of Corrections
POLICY & PROCEDURES

CHAPTER:	2	Routine and Emergency Repairs	2. 4. 1
SECTION:	4	Maintenance / Janitorial	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	1	Preventive Maintenance	
STANDARDS: ACA 4 – ADLF: 1C-13, 1C-14			
APPROVED: _____			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 2.4.1 dated 4/18/05 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to ensure that the facilities operate in a safe and efficient manner through the use of a regular preventive maintenance program for all property and major pieces of equipment.

II. RESPONSIBILITIES

All facility assigned staff are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

1. The Maintenance Supervisor will maintain a service maintenance schedule for facility equipment and systems that are regularly serviced by Division staff and by outside service contractors.

2. Requisitioning repair services and parts for equipment failures will be reported to the Maintenance Supervisor, who arranges for an emergency repair through coordination with the Business Office. (The only occasion in which a Division Purchase Requisition is not needed is if the work is done by a contractor and the cost of installation or repair is included in a fixed contractual charge):

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- a. Repairs to the facilities or equipment by the Division maintenance staff: If supplies or equipment are needed for building or equipment repairs made by Division maintenance staff, the Maintenance Supervisor will be notified who will submit a Division Purchase Requisition to the Business Office. Supplies or equipment with a cost below \$500 may be purchased immediately. The Business Office will work with the city's Supply Division for the purchase of all supplies or equipment that will cost more than \$500.
 - b. Repairs to the facilities or equipment by contractors: If it is determined that a Contractor is needed for facility or equipment repairs and the repair is not included in a fixed contractual charge by the contractor (such labor included as a monthly maintenance contract charge) the Maintenance Supervisor will be notified who will submit a Division Purchase Requisition to the Business Office. Repairs by contractors with a cost below \$500 may be done after the Business Office Manager has signed the Division Purchase Requisition. If the repair is over \$500 the Business Office Manager will contact the Board of Public Service (BPS) for direction on how to proceed. If the work is approved by the BPS engineer they will require at least 3 bids unless the repair is of an extreme emergency.
3. Inspections will be carried out to keep equipment in good running order, detect defects estimate upcoming maintenance requirements, and comply with established safety regulations.
 4. Examples of areas requiring this category of inspection are as follows:
 - a. Cooling towers
 - b. Chillers
 - c. Air handling units, fan terminal units, VAVs, Freq drives
 - d. Electronic environmental control system
 - e. Water treatment systems
 - f. Elevators
 - g. Backflow devices
 - h. Steam to water storage heaters
 - i. Sump pump
 - j. Grease trap
 - k. Electronic water pressure booster pumps
 - l. Exhaust fans
 - m. Axial fans
 - n. Automatic fire pumps, fire sprinkler system, kitchen fire suppression system
 - o. Electronic fire control communication system
 - p. Pneumatic and electromechanical deadlock systems
 - q. Control center computers

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- r. Auxiliary power generators
- s. Uninterrupted power supplies
- t. Electric motors and controls
- u. Electronic security systems