

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	<b>2.4.2</b>
<b>SECTION:</b>	4	Maintenance / Janitorial	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	2	<b>Routine and Emergency Repairs</b>	
<b>STANDARDS: ACA – 4 – ALDF: <a href="#">1C-13</a>, <a href="#">1C-14</a></b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.4.2 dated 11/4/10 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to ensure repairs are made in a timely manner in order to facilitate continuous, safe and efficient facility operations.

**II. RESPONSIBILITIES**

All Division of Corrections facility staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

Each facility has a designated Maintenance Unit with permanently assigned maintenance staff.

**B. Responsibilities**

1. The Detention Center Superintendent/designee of each facility will ensure the training of maintenance staff in routine and emergency maintenance procedures on an annual basis.

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2. The Maintenance Supervisor will be responsible for:
  - a. Establishing and maintaining tools and various manufacturers' equipment manuals for repair references.
  - b. Preparing a routine maintenance program which includes provisions for emergency repairs or replacement of equipment, etc. (See policy #2.4.1: Preventive Maintenance).

**C. Routine and Emergency Repairs**

1. All requested and approved work orders will have detailed listing of work to be performed and will be forwarded to the Maintenance Supervisor.
2. The task to be performed should be clearly defined for understanding of the work to be done and for those assigned to complete the work.
3. Routine maintenance and repair work order includes such things as:
  - a. Routine inspection and adjustments,
  - b. Lubricating and cleaning,
  - c. Painting and surface finishing,
  - d. Replacement of minor components,
  - e. Monitoring and testing; and
  - f. Condition reporting.
4. Emergency Repair work order includes such things as:
  - a. Malfunctioning of Sallyport door lock,
  - b. Breaking of a water pipe,
  - c. Broken glass in the Housing Unit,
  - d. Leaking roof in the housing units/dormitories.
5. Each facility will implement a program that classifies repair in ranking order of importance such as: emergency, urgent, important and general repair.

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6. All safety and security equipment will be repaired or replaced immediately by qualified personnel.

**D. Record Keeping**

1. Each facility will establish a record keeping system, either manual or computerized to include provisions for identifying:
  - a. The history of repairs on each item to include labor and materials,
  - b. An information inventory which includes spare parts numbers and spare parts stocked, and
  - c. Other pertinent information to provide clear trend of repairs in the facility.