

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 6.02	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-1C-13, 1C-15 MJS 1280	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 20, 2015	
	REVISION DATE: September 1, 2013	
CHAPTER: Physical Plant	SUBJECT: Facility Plant Maintenance	

- I. **PURPOSE:** To describe the building systems and equipment preventive maintenance program.

- II. **POLICY:** The Building Maintenance Division of the General Services Agency (BMD/GSA) will provide a preventive maintenance program for building systems and equipment to minimize out of service time due to failure and reduce costly breakdown repair. The BMD is responsible for maintaining and repairing Detention and Corrections (D&C) facilities out-buildings (if any) and building structures; upkeep of exterior grounds; maintaining and repairing interior walls (including glazing and common hardware items); repairing and replacing floor coverings, machinery and systems inherent to the building, and other special purpose equipment. Services may be provided by county forces, a vendor under contract with GSA, or a combination of the two. For specifics, see the applicable Memorandum of Understanding (MOU) between the Alameda County Sheriff's Office and GSA regarding specific D&C facilities.

- III. **PROCEDURES:**
 - A. The BMD will be notified of needs for operating, maintaining, repairing and remodeling structures, utility systems, refrigeration equipment; and mechanical equipment controls, which includes setting and adjusting thermostats.
 1. If BMD cannot fix the malfunction in a relatively short period of time, or if the repairs are beyond their expertise, they will notify the Facility Manager.
 2. The Facility Manager will contact the original equipment manufacturer or his/her designated representative who to carry out the repairs.

 - B. A maintenance team composed of a plumber, electrician, carpenter, lead painter and an operating engineer will be assigned to the facility. This team will provide services to the facility during normal working hours. Service during nights,

- weekends and holidays will be provided on an emergency basis and can be obtained by contacting the on-duty GSA staff.
- C. Requests for corrective maintenance painting will be processed on a work order request, form PD209 and forwarded to BMD. A request to change the color of a location is not corrective maintenance and must be requested by an IDSO. A BMD supervisor will schedule a lead painter to complete the request. The lead painter will direct the painting crew.
 - D. BMD will be responsible for exterior window cleaning and other windows which require special equipment to clean. Cleaning will be minimally performed once per year.
 - E. The power generator and standby batteries will be inspected at least weekly, minimally, load-tested quarterly for effectiveness, and repaired as necessary to ensure reliability in time of need.
 - F. BMD is responsible for landscape maintenance. The BMD staff will pick up litter within the enclosed areas of the facility, vehicle sally ports and areas around the building at Santa Rita Jail at least three times a week on a regular basis.
 - G. To ensure proper operation of maintenance equipment within the facility, BMD will inspect, test and service all emergency equipment and systems at least quarterly. Maintenance equipment will also be inspected and serviced. A record of all inspections, tests and services will be maintained by the Facility Manager.