

## 4-07/020.00 Maintenance Plan

Unit commanders shall establish maintenance plans for their facilities to ensure that showers, toilets, sinks, lighting units, ventilation, and heating and cooling systems are adequately maintained and installed. The plan shall include procedures for requesting, tracking, monitoring, and logging routine and emergency maintenance, and for treating mold, including large mold infestations.

This shall include, but not be limited to:

- Submitting of routine repair requests
- Submitting of emergency repair requests
- Submitting of after-hours repair requests
- Use of a Maintenance Log, which shall list the time, date, type of maintenance required, and the location. It shall also include the date and time that the maintenance request was called in to the appropriate maintenance shop or Sheriff's Facility Maintenance, and the date and time that the maintenance repair was completed

### Emergency After-Hours Repair Requests

An on-call maintenance personnel list for after-hours emergency repairs is maintained at Twin Towers Facility Control[REDACTED TEXT]. Facilities with emergency after-hours repair requests shall contact Twin Towers Facility Control to have on-call maintenance personnel dispatched to their facility. They should identify the type of problem, the facility, and the facility contact person when making their request.

Reference: Facilities Services Bureau Unit Order 2009-02 MAXIMO Responsibilities.

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