

3-07-060 Paint Maintenance



PURPOSE OF ORDER:

The purpose of this order is to outline procedures for the inspections, scheduling, and follow-up of paint maintenance conducted at Men's Central Jail (MCJ).

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at MCJ, specifically those assigned to Logistics.

ORDER:

The facility painting program consists of three duties: inspection, scheduling, and follow-up. The Logistics Sergeant will be responsible for overseeing this program.

INSPECTION

The Logistics Sergeant shall ensure the inspection of the facility's painted surfaces occurs; in concurrence with the other needs of the facility Logistics helps maintain.

SCHEDULING

The Logistics Sergeant shall also ensure the proper scheduling of the paint crew. There will be a coordination of effort to address the areas of most urgent need, the ability of the paint crew to complete the work within the specified time frame, the use of the work location and its effect on the unit when it is unavailable due to painting, and the maintenance of reserve projects.

Painting priorities will be set by the Unit Commander and coordinated by the Logistics Sergeant with additional input from all unit personnel.

The Unit Commander will consider:

- Analyzing the condition of the location in relationship to other areas of need
- The level of use of the location
- Time and personnel needed to complete the task

The Logistics Sergeant will maintain a record of locations and the date each location was painted. Each floor, corridor, officer control booth, module, cell, and miscellaneous rooms will be logged each time these locations are painted. This information will assist in determining projected painting needs.

FOLLOW-UP

Upon the completion of a painting task, the paint crew supervisor shall advise the Logistics Sergeant. The Logistics Sergeant will be responsible for a follow-up inspection of the completed areas.

RESOLUTION

During the course of their duties, all personnel working at MCJ will maintain a responsibility to report any areas which may require maintenance and re-painting to the attention of supervisory personnel.

Revision Date 06/21/21

Revision Date 07/12/17

Revision Date 01/11/16

Revision Date 12/11/08

