





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 11 - Safety and Emergency

Policy Number:	11.04
Policy Name:	Preventative Maintenance Program
Authority:	Title 15 , 1510
Replaces:	10.4 Preventive Maintenance Program (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	October 31, 2018
Related Policies and Procedures:	10.12 - Tools and Security Equipment 10.20 - Control of Firearms and Security Equipment
Related Forms:	Inventory Sheet Service Request Form
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Probation Department has developed and implemented written policies and site-specific procedures for the maintenance of an acceptance level of cleanliness, repair and safety throughout the facility. The plan provides for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protective Equipment (PPE). [Title 15 Section 1510]

II. PROCEDURES

A. Program Responsibility

The Buildings and Grounds Superintendent shall:

- i. Create preventive maintenance routines for critical items of building systems and equipment including restraint devices to minimize out of service time due to failures as well as to reduce costly breakdown repairs.
- ii. Detect maintenance deficiencies in their early stages of development and take corrective action.
- iii. Plan and schedule resulting maintenance work to provide a reasonably controlled workflow.
- iv. Respond to reports from staff regarding physical plant or equipment damage.

B. Inventory of Plant and Equipment

The Buildings and Grounds Superintendent shall be responsible for an inventory of all equipment and buildings. An identification number shall be assigned to each item and affixed to the unit. The inventory shall always be kept current.

C. Inventory Records

Inventory records shall include:

- i. Buildings listed on the records sheets in numerical order.
- ii. Installed equipment within each building listed under that building's entry.
- iii. Description of the equipment including make, model, and serial number.
- iv. Checklist numbers or codes that apply to each item.

D. Inspection Checklists

The preventive maintenance inspection checklist maintained by the Buildings and Grounds Superintendent shall:

- i. Contain a description of the servicing, checks and/or adjustments that must be performed during inspections.
- ii. Be based on manufacturers service manuals.
- iii. Be updated as various types of equipment and systems become available.

E. Inspections

The Buildings and Grounds Superintendent shall conduct regular inspections of lists such as power generators are tested at least every two weeks and other emergency equipment including restraint devices and systems such as batteries, standby lighting, fire extinguishers, communications systems, and alarms shall be tested frequently and at least quarterly.

F. Work Requests

Work Order requests for repairs shall be prepared by Juvenile Hall staff

via the JPD intranet. Should emergencies occur during a shift, the Buildings and Grounds Division shall be notified immediately.

G. Corrective Action

Repairs or replacement of malfunctioning equipment or the physical plant shall be performed as soon as possible with emergency equipment including restraint devices or repairs being done immediately. Completed work orders shall be kept on file in the Buildings and Grounds Superintendent's Office.

H. Facility Evaluation and Annual Report

A facility evaluation shall be conducted by the Buildings and Grounds Superintendent at least annually. Items evaluated shall include:

- i. An inspection of the physical plant and equipment.
- ii. Maintenance schedule.
- iii. Inspection checklists.
- iv. Prior evaluation reports.
- v. Inventory records.
- vi. Work requests and completed work orders.

A report of the evaluation shall be prepared and forwarded to the Director of Juvenile Hall.