

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER ONE: ADMINISTRATION AND MANAGEMENT

POLICY 1.15: BUILDING MAINTENANCE AND RESOURCE CONSERVATION

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I. POLICY:

The Oklahoma County Juvenile Justice Center (OCJJC) is maintained by the Oklahoma County Juvenile Bureau (OCJB) Maintenance Department. The Maintenance Department conducts examinations of the management and use of space and equipment needs and is responsible for the maintenance of space and equipment, as needed **(2-7014) (2-7015)**.

The OCJB promotes recycling, energy conservation, reduction of pollution, and utilization of renewable energy alternatives by utilizing an effective energy conservation and recycling program that ensures agency resources are efficiently utilized and cost-saving measures are appropriately implemented. Maintenance and custodial personnel serve as the coordinators for the environmental and recycling programs of the OCJB **(2-7006-1) (3-JDF-04-2)**.

II. PROCEDURE:

- A. Maintenance of Space: The Director and the Maintenance Supervisor(s) continually review the use of space within the facility and make decisions to expand and/or rehabilitate the facility as needed **(2-7014)**.
1. The decision to build and/or rehabilitate a particular area may be based on:
 - a. Expansion of services offered by OCJB;
 - b. Overcrowding;
 - c. Addition or removal of OCJB positions; or
 - d. Need to replace or repair broken, obsolete, or aging infrastructure.
 2. The Maintenance Department shall plan and execute maintenance activities including:
 - a. Replacement of light bulbs and fixtures;
 - b. Upkeep and repair of all county vehicles;
 - c. Relocation of office equipment based on need;
 - d. Upkeep and repair of utilities;
 - e. Upkeep and repair of Heating, Ventilation, and Air Conditioning (HVAC);
 - f. Upkeep and repair of fire suppression equipment;
 - g. Installation of new equipment and furnishings; and
 - h. Painting.

3. Maintenance employees shall follow operating procedures outlined by the Standard Operating Procedure Manual. The Maintenance Supervisor shall:
 - a. Ensure that the Standard Operating Manual is reviewed and updated as needed; and
 - b. Provide a copy of the Standard Operating Procedure Manual to each maintenance employee upon his/her initial employment and each time revisions are made
- B. Maintenance of Equipment: The maintenance of equipment is the responsibility of the Maintenance Department. All equipment shall be cleaned and serviced in accordance with the manufacturer's requirements and maintained in good working order **(2-7015) (3-JDF-3B-08)**.
 1. Requests to repair/replace equipment: Any employee of the OCJJC may submit a "Maintenance Work Order," Attachment A, to the Maintenance Department. Employees may electronically email the work order to the maintenance email system at: jjcmaintenance@oklahomacounty.org. The email system allows maintenance to track all work orders and ensure they are completed in a timely fashion.
 2. If maintenance is unable to repair a problem or new equipment and/or supplies are needed, the Maintenance Supervisor(s) shall submit a "Supplier Request Form," Attachment A of Policy 4.1 "Fiscal Controls," to the Director so that a purchase order may be placed to secure the parts and/or hire an appropriate contractor to repair the issue.
 3. All Department Heads annually review equipment needs for their respective departments and include equipment needed in their budget requests **(2-7015) (2-7061)**.
- C. Guidelines for Energy Conservation **(2-7006-1) (3-JDF-1A-04-2)**:
 1. Temperature Control:
 - a. Consistent with health and safety standards, thermostat settings shall be maintained at conservative levels of seventy-two (72) to seventy-four (74) degrees Fahrenheit to promote maximum system operating efficiency.
 - b. Fresh airflow shall be the minimum required by the American Society of Heating, Refrigeration, and Air condition Engineers (ASHRAE) for the efficient operation of mechanical equipment and heating or cooling systems.
 - c. All windows and doors shall be kept closed during the operation of the heating or cooling systems. Heat loss or gain shall be further controlled by appropriate use of weather stripping, caulking, blinds, drapes, and/or shades.
 - d. Preventative maintenance of the building and the HVAC systems shall be performed on an ongoing basis.
 - e. The heating temperature of water for uses other than food, laundry, or health application shall be between on hundred (100) and on hundred

twenty (120) degrees Fahrenheit unless otherwise approved by the Maintenance Supervisor.

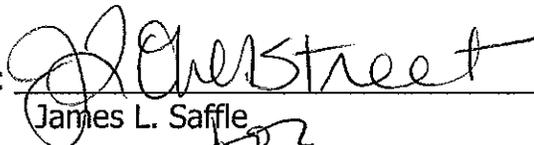
2. Lighting and Equipment:

- a. Interior and exterior lighting shall be maintained in consideration of all applicable health and safety standards.
- b. Light colored reflective paints and wall coverings shall be used when available to maximize the efficiency of expended energy.
- c. Replacement light bulbs shall be energy efficient while continuing to meet acceptable illumination standards. Interior and exterior incandescent fixtures shall be replaced when appropriate with more energy efficient fixtures **(2-7015)**.

D. Recycling **(2-7006-1) (3-JDF-1A-04-2)**:

1. The OCJB shall utilize a material recycling program. Regular on-site pickup of recoverable waste paper shall be arranged with a provider.
2. Attempts shall be made to minimize the use of paper items when feasible, including the use of electronic mail.
3. All units within the OCJB shall be encouraged to collect and recycle recyclable materials to the greatest extent possible.
4. Recycling efforts may be combined with the efforts of other organizations that lease space as occupants of the OCJJC and/or non-profit groups or community organizations.

Approved: _____



James L. Saffle

Date

Attachment: Attachment A, "Maintenance Work Order"



Maintenance Work Order

Requestor Information:

Name: _____
 Department: _____
 Telephone Number: _____
 Floor: _____ Room Number: _____

Maintenance Request:

The Remainder of this form is to be used by Maintenance Staff Only.

Conclusion:

Parts Used:

Quantity	Part Number	Description	Time to Re-Order?

Completed By: _____

Date: _____ Time: _____

Work Verification Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____