



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



440.01 FACILITY MAINTENANCE 09-16-91

PURPOSE

To establish procedures for the maintenance and repair of all City owned property, operated or under the control of the Department.

POLICY

To expeditiously report the need for repair of any City owned property or facility.

PROCEDURE

A. GENERAL

1. Supervisors shall take corrective action upon identifying equipment and/or supplies needing repair.
2. When a repair is required in the maintenance of the building or its fixtures, such requests shall be reported to the custodian's office or the City Facility Maintenance Division.

B. NORMAL WORK HOURS (0800-1630) - MONDAY-FRIDAY, EXCLUDING HOLIDAYS

1. Minor repairs shall be reported to the custodial Foreman who can generally remedy the situation on sight.
 - a. If unable to make the necessary repair or locate the malfunction the foreman shall submit a Facility Maintenance Division Form (GS-82-7) to the Planning & Fiscal Section.
 - b. Upon approval, the Planning & Fiscal Section shall forward it to the Facility Maintenance Division. If approved, Facility Maintenance Division shall issue a Job Order Number and schedule the work for repair.
2. All emergency items for repair shall be directed to the custodian's office.
 - a. If unable to repair, the Custodial Foreman shall contact the Facility Maintenance Division for immediate action.
 - b. The foreman shall follow-up on the telephone request by completing Maintenance/Repair Work Request Form GS-82-7 noting that the project was called in on date, time, and by whom, specifying the nature of the emergency.
 - c. The completed form shall be forwarded to the Planning & Fiscal Section who shall retain a file copy and forward to the Facility Maintenance Division.

C. AFTER NORMAL WORK HOURS (1630 - 0800) - MONDAY-FRIDAY, WEEKENDS AND HOLIDAYS

1. All requests for minor repair through Facility Maintenance Division shall be held until the next regular business day unless capable of being handled through the custodian's office.
2. For emergencies and major repairs requiring immediate action, contact the Communications Section and obtain Maintenance/Repair Work Request Form GS-82-7.
 - a. The Communications Section Supervisor shall contact the on-call repair staff with the details of the emergency or direct the requesting individual contact Communications.
 - b. Communications shall notify the "on-call" individual who will determine the need to call an outside vendor.
 - c. The requesting individual shall follow-up on the repair work by completing Maintenance/Repair Work Request Form GS-82-7 and noting the date, time and by whom the project was called in, specifying the circumstances of the emergency. The completed form shall be forwarded to the Planning and Fiscal Section who shall retain a file copy and forward to Facility Maintenance Division.
3. All repairs shall be conducted during regular business hours whenever possible. Only those repairs deemed critical to continued operation or hazardous to health and/or safety shall be deemed emergencies.