

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
487**

MAINTENANCE REQUESTS

Supersedes: AR 487 (October 15, 2012); and AR 487 (Temporary, 11/04/14)
Effective Date: 05/19/15

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Warden is responsible for implementing this AR.

All maintenance work, construction, remodeling, repairs and replacement performed by maintenance personnel, either by NDOC staff or assigned inmate personnel, will be accomplished by assignment from the Facility Supervisor with an approved work order under the direction of the Facility Supervisor. (FSIII)

Work of an emergency nature that may affect the security, safety and health of the institution, or which may result in cost savings, may be completed and a work order prepared after completion.

487.01 WORK ORDERS

1. Work orders received by the maintenance division will be screened by the FS III to make sure that they are explicit and contain the proper authorized signature.
2. It is the FS III's responsibility to assign all work orders a priority.
3. If required after consultation with the Warden/designee, a work order may be assigned a high priority and this change will be properly documented.
4. Parts or materials to effect the repair will be procured by the FS III or designee using the Stores Request (SR)/Purchase Order (PO) process.
5. After hours repairs: The FS III will prepare a roster for use after hours and on weekends for emergency repairs. Emergency repairs that warrant after hours calls are repairs that affect the security, safety and health of the staff and/or inmates. After hours repairs will be reported to the FS III on the next working day.

6. Work Orders to Other Shops:

A. If an institution has vocational, or Prison Industry shops, the Maintenance Division may assign certain projects to the shops with approval of the department head.

7. Personal work in maintenance shops is not authorized.

8. Maintenance work at Conservation Camps, Restitution and Transitional Housing Centers.

A. Maintenance work in Conservation Camps, Restitution or Transitional Housing Centers, where possible, will be done by the maintenance staff that is assigned to support the facility. Additional maintenance staff may be called in from other institutions as needed.

9. Reporting maintenance work orders shall be done monthly by each institution. Monthly facility work order reports shall be submitted to the Chief of Plant Operations or designee.

APPLICABILITY

1. This AR requires an Operational Procedure for each institution, facility, and division.

2. This regulation does not require an audit.



Director

5/20/18
Date