

## **Section 7: Sanitation and Environmental Conditions**

### **Subject: Regular Maintenance**

**Minimum Standard: 5120:1-8-05(D)**

**Revised: 03/2009, 12/2011, 09/2015**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

### **POLICY**

It is the policy of the Erie County Jail to ensure regular maintenance and repairs shall occur. Corrections Staff shall conduct daily maintenance inspections. These inspections are to ascertain that all internal systems (locks, intercoms, speakers, etc.) are in operable condition. Any repairs shall be documented and maintained. The Erie County Facilities Department shall be responsible for maintaining all components of the facility in proper working condition.

### **PROCEDURE**

#### **A. Non-Emergency Maintenance:**

1. Non-Emergency items shall be defined as any request for maintenance that does not pose a threat to the safe and sanitary operation of the jail. Non-Emergency items can be but not limited to:
  - a. Clogged drains / minor plumbing issues.
  - b. Lights burned out.
  - c. Door limit switches not operating properly.
  - d. Loose carpet / tile squares.
  - e. Intercom malfunctions.
2. Non-Emergency items should be reported to the Erie County Facilities Department via an email. This email should include:
  - a. Exact location of problem.
  - b. The exact nature of the maintenance problem.
  - c. Be forwarded to the Jail Administrator.

#### **B. Emergency Maintenance:**

1. Emergency Maintenance items shall be defined as any malfunction that poses a threat to the safe and sanitary operation of the jail. These items can be but not limited to:
  - a. Any situation that poses a fire hazard, block or non-operational fire escape doors.
  - b. Any situation that compromises the physical integrity of the facility.
  - c. Sewer or water delivery malfunctions that may result in further damage to the facility or cause an environmental hazard.
2. Emergency items should be reported to the Erie County Facilities Department via an email. This email should include:
  - a. Exact location of problem.
  - b. The exact nature of the maintenance problem.
  - c. Be forwarded to the Jail Administrator.
3. A list of on-call maintenance personnel is kept in the Jail Sergeant's Office for after-hour emergencies.
  - a. The Shift Supervisor shall contact the on-call maintenance personnel.
  - b. A Jail incident report shall be completed after calling maintenance personnel.