



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 2.1.1	Subject: FACILITY MAINTENANCE
Chapter 2: PHYSICAL PLANT	Page 1 of 2
Section 1: Building and Safety Codes	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 03/15/11

I. POLICY

The Montana Department of Corrections will ensure safe and efficient maintenance of all facilities and comply with applicable codes, ordinances, and policies.

II. APPLICABILITY

All Department divisions, facilities, and programs excluding contracted facilities and employees of contracted facilities.

III. DEFINITIONS:

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

IV. DEPARTMENT DIRECTIVES

A. Code Compliance

1. Facilities will comply with all applicable federal, state, and local building codes and ordinances and will maintain current records on all code compliance/non-compliance issues including violations and corrective actions. Non-compliance issues should be directed to the administrator who will take measures to comply at the earliest possible date.

B. Maintenance-Related Documents

1. The facility administrator, or designee, is responsible for maintaining blueprints, drawings, and specifications to include the following:
 - a. alterations or additions;
 - b. dates and authorization of alterations or additions;
 - c. secure document storage; and
 - d. availability for emergency use.

C. Facility Modifications

Subject: FACILITY MAINTENANCE

1. Excluding regularly scheduled maintenance, written approval will be obtained from the Department Director, or designee, before alterations or additions are made to facilities that either require a building permit or will affect:
 - a. any life safety system;
 - b. security of the facility;
 - c. esthetic appearance;
 - d. housing capacity; or
 - e. welfare of the staff or offenders.

D. Preventive Maintenance Programs

1. Each facility administrator, or designee, will outline a system of preventive maintenance including:
 - a. persons responsible for the preventive maintenance program;
 - b. schedule for periodic inspection, lubrication, minor adjustment and servicing of plant equipment and systems;
 - c. inspection documentation including:
 - 1) date of inspection;
 - 2) name of inspector;
 - 3) significant findings; and
 - 4) repairs necessary.
 - d. inspection documents shall be forwarded to the manager of maintenance;
 - e. equipment that affects human habitation will receive frequent inspections and preventive maintenance; and
 - f. log books and/or files will be maintained to serve as permanent records of inspections and repairs.

V. CLOSING

Questions concerning this policy shall be directed to the Administrator.

VI. REFERENCES

- A. [53-1-203](#), MCA (2009), *Powers and Duties of Department of Corrections*
- B. *DOC Policies* [3.2.10](#), *Fire & Life Safety*; [3.2.13](#), *Safety Inspections*

VII. ATTACHMENTS

None