



POLICY DIRECTIVE

Policy:	DOC 2.1.1 FACILITY MAINTENANCE
Effective Date:	02/01/1997 Page 1 of 2
Revision Date(s):	03/15/2011; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department 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 (see Glossary)

IV. REQUIREMENTS

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.
 - a. 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

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. logbooks and/or files will be maintained to serve as permanent records of inspections and repairs.

V. CLOSING

Questions about this policy shall be directed to the facility administrator.

VI. REFERENCES

- A. *53-1-203, MCA*
- B. *DOC 3.2.10 Fire and Life Safety; DOC 3.2.13 Safety Inspections*