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JOHN Q. HAMM
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June 21, 2023

ADMINISTRATIVE REGULATION
NUMBER

443

OPR: FACILITIES MANAGEMENT

MAINTENANCE OPERATIONS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to provide guidelines for maintenance staff to perform predictive, preventive, and corrective maintenance.

II. POLICY

It is the policy of the ADOC to establish an institutional maintenance program to ensure safe and continuous operations of the physical plants and equipment through compliance with applicable federal, state, and local building codes, laws, ordinances, and industry standards.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Corrective Maintenance**: The process of ensuring that malfunctions in institutional equipment and components are detected and repaired as expeditiously as possible.
- B. **Predictive Maintenance**: A program of predetermined equipment and component replacement based upon historical data of life expectancy of said equipment.
- C. **Preventive Maintenance**: A written plan of predetermined, scheduled inspections, tests and services designed to prolong the useful life of institutional property and to avoid untimely breakdowns that adversely affect the operation of the institution.

IV. RESPONSIBILITIES

- A. The Facilities Management Division, in cooperation with facility security staff, are responsible for developing their institutional Standard Operating Procedures (SOPs), as necessary, for the implementation of this AR 443.
- B. Maintenance Personnel are responsible for compliance with this regulation.
- C. All employees are responsible for being familiar with this regulation and reporting all maintenance issues.

V. PROCEDURES

- A. Each Regional Maintenance Coordinator will establish a program of preventative and predictive maintenance for their respective facilities which includes, but is not limited to:
 - 1. An inventory of all equipment and systems that identifies each item of equipment and its location.
 - 2. A schedule for regular inspections and maintenance of equipment and systems which meets the manufacturer's specifications.
 - 3. A record of all maintenance performed on equipment and systems for the life of the equipment.
- B. Each facility will report a corrective maintenance issue following the procedure below:
 - 1. Emergency repairs or replacements in life-threatening situations will be reported immediately to Facilities Management Leadership, to include but not be limited to: Director of Facilities Management, Assistant Director of Facilities Management, Director of Engineering Administrative Division, Regional Maintenance Coordinator, and Maintenance Supervisor.
 - 2. Routine work order requests will be submitted to the facility maintenance department.
 - 3. Records of work orders will be maintained by the facility maintenance department.
- C. Emergency equipment upkeep and testing shall follow these guidelines:
 - 1. Power generators shall be inspected weekly, and load tested monthly, at a minimum, or in accordance with manufacturer's

recommendations and instruction manuals. All testing shall be documented on the generator log.

2. Other emergency equipment and systems shall be tested at least monthly for effectiveness and are repaired or replaced if necessary.
- D. All staff and inmates assigned to the maintenance program will be appropriately trained to handle the duties assigned to them. This training will include safety instructions for handling all equipment.
 - E. Records will be maintained at the Facilities Management Division relative to inspections, reports, and modifications to the physical plant.
 - F. Regional Maintenance Coordinators and Maintenance Supervisors are responsible for tracking all work orders in the electronic maintenance management system.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

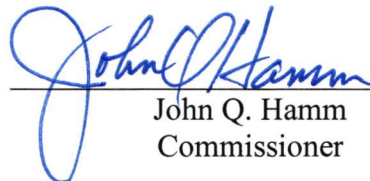
There are no forms prescribed by this regulation.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 433, *Maintenance Operations*, dated April 12, 2018, and any changes.

IX. PERFORMANCE

- A. Code of AL 1975, Sections 14-1-1.1 et seq.
- B. ACA Standards: 4-4218 and 4-4219.



John Q. Hamm
Commissioner

ANNEX(S):

Annex A to AR 443 – Maintenance Work Order



MAINTENANCE WORK ORDER

Date	Time	Facility	
Requested by			
Building	Room	Equipment	
<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> URGENT	<input type="checkbox"/> ROUTINE	<input type="checkbox"/> PREVENTIVE
DESCRIPTION OF WORK REQUIRED			
Assigned to:		Date:	
Technician's Comment to Resolve Issue:			
MATERIALS NEEDED TO COMPLETE WORK			
QTY	DESCRIPTION	SUPPLIER	DATE ORDERED
Work Completed by:		Date:	
Work Inspected By Maintenance Supervisor		Date:	
Work Approved By FM Regional Maintenance Coordinator:		Date:	

Annex A to AR 443