

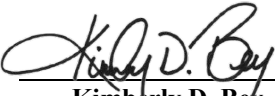





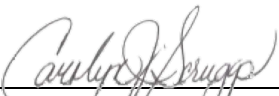
DEPARTMENT DIRECTIVE

Title: Occupational Education Services – Work Orders	Directive: OPS.135.0008
Related MD Statute/Regulations: Labor and Employment Article, §11-901-903, Annotated Code of Maryland COMAR 12.14.04.05	Supersedes and replaces: OPS.135.0008 dated January 3, 2017
Related ACA and MCCS Standards: ACA: 5-ACI-7B-01(Ref. 4-4464), 5-ACI-7B-07(Ref. 4-4472), 5-ACI-7B-09 (Ref. 4-4474), 5-ACI-7B-14/15 (Ref. 4-4478/80) MCCS: .05C	Approved By: 
Related Directives: DOC.135.0001 – Organization of Education DPSCS.170.0001 - Volunteer Program OPS.135.0002 - Library Services OPS.135.0006 – Occupational Education and Services	Danielle Cox Director of Education
	Issued Date: August 19, 2025 Effective Date: August 21, 2025
Variance: A managing official may issue a facility directive if necessary to implement and comply with this Department directive.	Number of Pages: 10


J. Philip Morgan
Commissioner of
Correction


Kimberly D. Bey
Commissioner
Pretrial and Detention
Services


Erin B. Shaffer, Psy.D.
Director of Patuxent
Institution


Carolyn J. Scruggs
Secretary

.01 Purpose.

The purpose of this directive is to establish and maintain policy and procedures for requesting, documenting, and processing work orders related to services provided by an incarcerated individual in connection with the Maryland Department of Labor (MDL) Correctional Education Occupational Program and the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department responsible for the custody and security of an incarcerated individual under the authority of the Department and all Maryland Department of Labor (MDL) Correctional Education staff.

.03 Policy.

- A. It is the policy of the Department to facilitate opportunities for incarcerated individuals to participate in Correctional Education (CE) Career and Technical Education (CTE) programs, and

other MDL training designed to assist incarcerated individuals with developing marketable job skills that encourage the successful transition into the community workforce.

- B. The Department reserves the right to establish procedures for the management of occupational work orders to ensure the safety of the correctional facility, employees, incarcerated individuals, and participating customers.
- C. In an emergency or extended disruption of normal facility operations, the Department may authorize the suspension of any provision or section of this policy for a specific period.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) Correctional Education (CE) Career and Technical Education (CTE) Program.
 - (a) “CE CTE Program” means an occupational or vocational skills training service offered by MDL at a correctional facility.
 - (b) “CE CTE Program (Program)” does not include training services provided by or under the authority of Maryland Correctional Enterprise (MCE).
- (2) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Correctional facility’ means a facility that is operated for the purpose of detaining or confining adults who are charged with or found guilty of a crime.
- (3) Eligible Customer.
 - (a) “Eligible customer” means an individual or entity who is approved to obtain services offered through the CE CTE program.
 - (b) “Eligible customer” includes a:
 - (i) Department employee;
 - (ii) MDL employee;
 - (iii) Non-profit organization; or
 - (iv) Federal, State, or local government agency.
- (4) “Eligible project” means occupational services requested by and for the benefit of an eligible customer that:

- (a) Support the objectives of the Program;
 - (b) Meet established curriculum needs of the incarcerated individual participating in the program; and
 - (c) Comply with Department and correctional facility custody and security requirements.
- (5) Incarcerated Individual.
- (a) “Incarcerated individual” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland which states, “‘Incarcerated individual’ means an individual who is actually or constructively detained or confined in a correctional facility.”
 - (b) “Incarcerated individual” includes the term “inmate” as stated prior to October 1, 2023 Correctional Services Article, §1-101, Annotated Code of Maryland.
 - (c) “Incarcerated individual” includes the term incarcerated person.
- (6) “Instructor” means a MDL employee responsible for the specific occupational training class in which a work order may be requested.
- (7) “Managing official” has the meaning stated in the Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Managing official means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.
- (8) “Work Order Request” means a request for occupational services to be provided by an incarcerated individual who is participating in a CTE program in a correctional facility.

.05 Responsibilities.

- A. The MDL Occupational Program Coordinator (Program Coordinator) in coordination with the Department’s Director of Education is responsible for the oversight of CTE programs provided in Department correctional facilities.
- B. The Program Coordinator shall conduct annual audit evaluations at each correctional facility to ensure compliance with national accreditation and audit requirements.

.06 Procedures.

- A. Submitting a Work Order Request.
 - (1) A customer shall submit a *Work Order Request - Appendix A* to an instructor to request an eligible project.
 - (2) A Work Order Request form shall include documentation verifying that the individual

submitting the Work Order Request form qualifies as an eligible customer, acceptable documentation includes:

- (a) For employees, a copy of their State employee identification card, or other official documentation verifying employment with the Department or MDL;
 - (b) For a non-profit charitable organization, documentation supporting tax exempt status and tax exempt number; or
 - (c) For a federal, State or local government agency, if available, documentation of a government inventory number for the project item or other official document.
- (3) An eligible customer may not request a:
- (a) Project for the benefit of a third party; or
 - (b) Project for the purpose of resale.
- (4) An eligible project requested by a non-profit charitable organization or by a federal, State or local government agency may only involve inventoried property owned by the eligible customer or new property to be built pursuant to a Work Order Request.
- (5) A Work Order Request form related to a vehicle shall include a copy of the vehicle's title or registration card.
- (6) All staff with access to a Work Order Request and related documents containing eligible customer personal information shall ensure that incarcerated individuals do not have access to the eligible customer's personal information.

B. The Evaluation and Approval Process of a Work Order Request.

- (1) Upon receipt of a Work Order Request form under §.06A of this directive, the instructor shall ensure:
- (a) The Work Order Request form is submitted by an eligible customer;
 - (b) The Work Order Request form is for the benefit of the eligible customer only and not a third party or resale;
 - (c) Required supporting documentation is submitted with the Work Order Request form;
 - (d) The Work Order Request form is for an eligible project;
 - (e) The project supports program objectives and needs of the incarcerated individuals enrolled in the Program;

- (f) The eligible project can be completed in compliance with correctional facility and Department security and custody requirements;
 - (g) The Work Order Request form is complete and details the following:
 - (i) A fair and equitable fee for the service requested that is in line with the goals of the Program and reflect fees included in the appropriate *Program Fee Schedule*;
 - (ii) If any variance from the Program Fee Schedule, an explanation of the variance;
 - (iii) A list of materials to be provided by the eligible customer;
 - (iv) An order number (e.g. sequential number and year - # 01-2024);
 - (v) Materials to be provided by the Program; and
 - (vi) Scrap materials to be removed by the eligible customer at the conclusion of the project;
 - (h) The Work Order Request form has been signed by the eligible customer;
 - (i) The eligible customer has included with the Work Order request form a signed and notarized *Limitations on Liability and Agreement to Indemnify Form - Appendix B*; and
 - (j) Complete required sections of the Work Order Request form that are designated for the instructor.
- (2) A Work Order Request form that the instructor determines does not meet the requirements established under §.06B of this directive shall be:
- (a) Denied with an explanation for the denial of the request; and
 - (b) Returned to the customer with the opportunity to provide additional or missing information.
- (3) If the instructor determines that the Work Order Request and customer meets the requirements established under §.06B of this directive, the instructor shall:
- (a) Sign the Work Order Request form;
 - (b) Sign the *CTE Program Acknowledgement Form - Appendix C*; and
 - (c) Forward the signed Work Order Request form and required documents to the

principal or, if there is no principal at the facility, the supervising teacher.

- (4) Upon receipt of a signed Work Order Request form in accordance with §.06B(3)(c) of this directive, the principal or supervising teacher shall:
 - (a) Review the Work Order Request form; and
 - (b) Determine if the Work Order Request form complies with procedures established under this directive.
- (5) If the principal or supervising teacher determines that the Work Order Request form does not comply with established requirements outlined in this directive, the principal or teacher shall:
 - (a) Deny the request;
 - (b) Provide an explanation for the denial; and
 - (c) Forward the denied Work Order Request form to the instructor for submission to the customer.
- (6) If the principal or supervising teacher determines that the Work Order Request form complies with established requirements, the principal or teacher shall:
 - (a) Sign the Work Order Request form, except for an eligible customer listed under §.06B(7) of this directive; and
 - (b) Forward the approved Work Order Request form to the instructor.
- (7) The principal or supervising teacher shall forward an approved Work Order Request form to the Program Coordinator if submitted by one of the following customers:
 - (i) Department employee at or above a supervisory classification;
 - (ii) Department employee at or above the security chief classification; and
 - (iii) MDL employee at or above a supervising teacher classification.
- (8) Upon receipt of a Work Order Request form in accordance with §.06B(7) of this directive, the Program Coordinator shall:
 - (a) Review the Work Order Request form and determine if the Work Order Request form complies with requirements established under this directive and in line with the goals and mission of the Program; and
 - (b) If determined that the Work Order Request form:

- (i) Does not comply with established procedures, deny the request and return the denied Work Order Request form to the instructor who shall notify the applicant submitting the Work Order Request form with an explanation for the denial; or
 - (ii) Does comply with established procedures, sign the Work Order Request form and forward the approved Work Order Request form to the principal or, if there is not a principal at the correctional facility, the supervising teacher who shall forward the Work Order Request form to the appropriate instructor.
- (9) An instructor receiving an approved Work Order Request form from a supervising teacher or principal in accordance with §.06B(6)(b) of this directive shall:
 - (a) Forward a copy of the approved Work Order Request form to the:
 - (i) If the eligible customer is a correctional facility employee who is not listed under §.06B(7) of this directive, employee's managing official, or designee;
 - (ii) Eligible customer submitting the request form;
 - (iii) Program Coordinator; and
 - (b) Comply with requirements established under §.06B(10)(b) and (11) of this directive.
- (10) An instructor receiving an approved Work Order Request form from the Program Coordinator in accordance with §.06B(8)(b)(ii) of this directive shall:
 - (a) Forward a copy of the approved Work Order Request form to the:
 - (i) Managing official, or a designee; and
 - (ii) Eligible customer submitting the request form; and
 - (b) Provide the eligible customer with a *Work Order Request Informational Guide - Appendix D* and verbally notify the customer that they are required to:
 - (i) Provide all supplies, materials, and hardware necessary for the eligible project based upon a detailed materials list provided by the instructor;
 - (ii) Submit copies of invoices for supplies, materials, and hardware materials being delivered to the facility to the managing official for review and, if appropriate, approval;
 - (iii) Provide the instructor with 24-hour advance notice of delivery of supplies, materials, and hardware authorized by the managing official;
 - (iv) Pay for costs associated with the replacement of consumable materials and

supplies normally maintained at the correctional facility by the Program, and not provided by the eligible customer; and

- (v) If applicable, deliver the eligible project item, pick up the completed eligible project item, and remove any scrap materials associated with the eligible project.
- (11) In addition to provisions established in §.06B(10)(b), if the eligible project is related to a vehicle, verbally notify the customer that they are required to:
- (a) Possess the original vehicle title or registration card when the vehicle is brought into the correctional facility;
 - (b) Remove the vehicle title, registration card, or similar documents from the vehicle once ownership of the vehicle is verified;
 - (c) Remove all personal items and documents from all areas of the vehicle, such as storage space, glove box, or trunk before the vehicle enters the correctional facility;
 - (d) Remove the vehicle registration plates from the vehicle in the sally port entrance, no registration plates are permitted inside the correctional facility; and
 - (e) In the event a project vehicle cannot be brought into working order, accept responsibility for the removal of the vehicle from the correctional facility.
- (12) Processing Payments.
- (1) The instructor shall maintain an accounting of all costs associated with an eligible project, to include documenting the service fees on a Work Order Request form.
 - (2) An eligible customer may not offer, and:
 - (a) An incarcerated individual may not accept payment or other compensation in connection with an eligible project.
 - (b) A State employee involved in the Program may not accept payment or other compensation in connection with an eligible project.
 - (3) An incarcerated individual, instructor, principal, employee, or other individual associated with the Program may not accept payment in any form in connection with an eligible project.
 - (4) Prior to beginning an eligible project, the instructor shall:
 - (a) Complete the *CTE Program - Final Invoice - Appendix E*;

- (b) Prepare an original and three copies of the fee invoice and distribute as follows:
 - (i) A copy of the fee invoice to the eligible customer;
 - (ii) The original and one copy of the fee invoice to the Regional Finance office associated with the correctional facility vocational program (*CTE Program - Final Invoice - Appendix E*); and
 - (iii) A copy is retained for the shop's records.
- (5) The eligible customer shall:
 - (a) Pay the service fee by cash or money order to the Regional Finance office associated with the correctional facility vocational program (*Appendix E*); and
 - (b) Return the receipt of the paid fee invoice to the instructor within three days of submitting the payment to the Regional Finance office.
- (6) The instructor may not render service until they verify that full payment was submitted to the Regional Finance office.
- (7) Upon receipt of full payment, the Regional Finance office shall:
 - (a) Date stamp the original and copy of the applicable final fee invoice (*Appendix E*);
 - (b) Mark both the original and copy of the applicable fee invoice "Paid";
 - (c) Initial the original and copy of the applicable fee invoice;
 - (d) Return the receipt portion of the fee invoice to the eligible customer; and
 - (e) Deposit the payment in the associated facility account and send the copy of the fee invoice marked "Paid" to the instructor for shop records.
- (8) Each instructor shall maintain a running total of paid and unpaid fee invoices.
- (9) The principal or, if there is not a principal at the facility, the supervising teacher shall continuously monitor eligible project services and payment of fee invoices.
- (10) All fees collected in relation to an eligible project:
 - (a) Shall be deposited in the correctional facility account by the Regional Finance office from which the fees originated; and
 - (b) May be used for replacement purchases related to the Program in accordance with Financial Services and Procurement policies and procedures, statute, and regulations.

D. Auto Shop Services.

- (1) The instructor shall verify the ownership of an eligible customer's vehicle by:
 - (a) Reviewing documents, such as:
 - (i) Insurance card;
 - (ii) Original title; or
 - (iii) Registration card.
 - (b) Comparing the vehicle identification number (VIN) on the documents in §06D(1)(i) with that on the vehicle.
- (2) The instructor shall ensure that incarcerated individuals do not:
 - (a) Test drive or deliver a project vehicle to an eligible customer; or
 - (b) Possess or have access to a project vehicle's keys.

E. The instructor shall maintain supporting documents, such as Work Order Request forms and Limitations on Liability and Agreement to Indemnify forms for at least three years.

.07 Appendix.

- A. Work Order Request Form – MDL Form
- B. Limitations on Liability and Agreement to Indemnify Acknowledgement
- C. Career and Technical Program Acknowledgement — MDL Form
- D. Work Order Request Informational Guide
- E. Career and Technical Program Final Invoice — MDL Form
- F. Program Fee Schedule

.08 History.

- A. This directive supersedes and replaces OPS.135.0008 - Occupational Education Services - Work Orders dated January 3, 2017 and provisions of any other prior existing Department communication with which it may be in conflict.

.09 Distribution.

- A
S - MDL Correctional Education, Regional Finance

Career and Technical Education Program Work Order Request Form

CUSTOMER NAME and TITLE/RANK		ORDER DATE	ORDER NUMBER
CUSTOMER PHONE NUMBER			
CUSTOMER EMAIL ADDRESS		EXPECTED START DATE	EXPECTED END DATE
ORDER RECEIVED BY			
CORRECTIONAL FACILITY			
OCCUPATIONAL PROGRAM SERVICE			
ELIGIBLE CUSTOMER IS (CHECK ONE) :	<input type="checkbox"/> An employee of the Department of Public Safety and Correctional Services (DPSCS) <input type="checkbox"/> An employee of the Maryland Department of Labor (MDL) <input type="checkbox"/> A non-profit charitable organization <input type="checkbox"/> A government entity (Federal, State, or Local Government)		

MATERIALS TO BE SUPPLIED BY THE CUSTOMER:	
IF APPLICABLE, INCLUDE FOR AUTO SHOP:	VEHICLE MAKE: MODEL: COLOR:
WORK DESCRIPTION:	

LABOR DESCRIPTION (If applicable, include explanation of variance from the Program Fee Schedule)		AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
LABOR TOTAL		\$

<p>SCRAP MATERIALS TO BE REMOVED BY THE CUSTOMER:</p>	
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COMPLETED BY CUSTOMER

I _____, request to undertake the works described above and agree to pay the above fee upon completion of the requested service(s). I also understand and acknowledge that in the event of non-payment of this service, the Maryland Department of Labor may refuse to perform further services unless and until such delinquent service fees are paid.

Print Name and Position (Title/Rank)

Signature and Date

COMPLETED BY MDL APPROVING PARTY

INSTRUCTOR NAME AND TITLE	
APPROVAL DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED (<i>If unapproved, provide an explanation below</i>)
IF APPLICABLE, MANAGING AUTHORITY NAME AND TITLE	
APPROVAL DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED (<i>If unapproved, provide an explanation below</i>)

Instructor Signature and Date

Managing Authority Signature and Date

LIMITATIONS ON LIABILITY AND AGREEMENT TO INDEMNIFY:

1. The customer understands the risks involved in bringing property into a correctional facility. The customer agrees to assume all liability for risk of loss and/or damage to any personal property delivered to any correctional facility. In no event shall the State, Department of Public Safety and Correctional Services (DPSCS), Department of Correction (DOC), Maryland Department of Labor (MDL), or any of their employees or agents assume, or be held responsible for loss of personal property and/or damages that may occur in connection with property brought into a correctional facility.

2. The customer understands the risks involved in having the requested work performed by incarcerated individuals. The customer agrees to assume liability for all risks associated with the requested work. The customer specifically understands that neither the State agencies involved nor the instructor will guarantee any materials, hardware, or craftsmanship pertaining to any work order project. In no event will the State, DPSCS, DOC, MDL, or any employee or agent thereof assume or accept responsibility or liability for incomplete or faulty work.

3. The customer shall indemnify and hold harmless the State, DPSCS, DOC, MDL, and any of their employees or agents for any damages whatsoever, including but not limited to incidental and consequential damages, which may result from the performance, improper performance, delayed performance, incomplete performance, and/or nonperformance of a work order request.

Date: _____ By: _____

Customer's signature in presence of notary

Sworn to before me this

_____ day of _____, 20_____

Notary Public

My Commission expires _____

CAREER AND TECHNICAL EDUCATION PROGRAM ACKNOWLEDGMENT FORM

I have read the Occupational Education Services – Work Orders policy and procedures for the Maryland Department of Labor (OPS.135.0008) and understand that I must comply with its requirements. I also understand that violating the aforementioned policy may result in disciplinary actions, up to and including termination.

Employee Signature and Date

Print Name

Work Order Request Informational Guide

An eligible customer approved to receive services are required to adhere to the following general guidelines and are responsible for:

- Providing all supplies, materials, and hardware necessary for the eligible project based upon a detailed materials list provided by the instructor;
- Submitting copies of invoices for supplies, materials, and hardware materials being delivered to the facility to the managing official for review and, if appropriate, approval;
- Providing the instructor with 24-hour advance notice of delivery of supplies, materials, and hardware authorized by the managing official;
- Paying for costs associated with the replacement of consumable materials and supplies normally maintained at the correctional facility by the Program, and not provided by the eligible customer; and
- If applicable, delivering the eligible project item, picking up the completed eligible project item, and removing scrap materials associated with the eligible project.
- **If the service is related to a vehicle:**
 - Possessing the original vehicle title or registration card when the vehicle is brought into the correctional facility;
 - Removing the vehicle title, registration card, or similar documents from the vehicle once ownership of the vehicle is verified by the instructor and if required custody staff;
 - Removing all personal items and documents from all areas of the vehicle, such as storage space, glove box, or trunk before the vehicle enters the correctional facility;
 - Removing the vehicle registration plates from the vehicle in the sally port entrance, no registration plates are permitted inside the correctional facility; and
 - In the event a project vehicle cannot be brought into working order, accepting responsibility for the removal of the vehicle from the correctional facility.

**Maryland Department of Labor
Career and Technical Education Program
Correctional - Work Order Fees**

*All listed fees will be paid in accordance with the policies and
procedures stated on the Work Order Agreement.
Fees do not include the cost of materials to be provided by the customer.*

Auto Mechanic Programs

➤ Change Oil, Filter and Lube Chassis	\$ 5.00
➤ Replace Gaskets or Seals	\$ 10.00 - \$30.00
➤ Cooling System Service (Diagnose and Repair)	\$ 5.00
➤ Charging System Service (Diagnose and Repair)	\$ 5.00
➤ Starting System Service (Diagnose and Repair)	\$ 5.00
➤ Electrical System Service (Diagnose and Repair)	\$ 5.00
➤ Tune Up (all # Cylinders)	\$ 10.00
➤ Brakes (Drum or Disk) Per Axle	\$ 5.00
➤ Tire Service	
○ Mounting per Tire	\$ 5.00
○ Repair per Tire	\$ 5.00
○ Balancing per Tire	\$ 5.00
○ Rotate Tires (up to four)	\$ 5.00
➤ Exhaust System Repair/Replace	\$ 5.00
➤ Miscellaneous Services	
○ Minor (wiper blades, etc.)	\$ 5.00
○ Major (seat belt replacement, etc.)	\$ 10.00

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Construction Cluster Programs
(Includes: Carpentry, Plumbing and Electrical)

Build, Repair and Assembly of:

➤ Picture Frame	\$ 1.00
➤ Shelving	\$ 10.00 - \$25.00
➤ Cabinet	\$ 10.00 - \$30.00
➤ Chair	\$ 5.00 - \$25.00
➤ Stool	\$ 5.00
➤ Table/Desk	\$ 5.00 - \$25.00
➤ Dog House	\$ 20.00
➤ Bench	\$ 10.00
➤ Picnic Table/Benches	\$ 20.00
➤ Lawn Building/Shed	\$ 20.00 - \$100.00
➤ Bird House	\$ 5.00
➤ Wishing Wells	\$ 5.00
➤ Porch Swing	\$ 5.00
➤ Counter Top	\$ 10.00 - \$25.00
➤ Faucet	\$ 3.00
➤ Water Heater	\$ 5.00
➤ Water Softener	\$ 5.00
➤ Dishwasher	\$ 5.00
➤ Garbage Disposal	\$ 5.00
➤ Jet Pump	\$ 5.00
➤ Lamp Repair	\$ 2.00
➤ Electrical Cords	\$ 2.00
➤ Miscellaneous Items	\$ 2.00

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Drafting and CAD Programs
(Engineered Drawing Originals)

➤ One Room Structure (garages, storage sheds, etc.)	\$ 7.50
➤ Multi-Room House Additions (500 – 1000 sq. ft.)	\$ 10.00
➤ Complete New House Plans (1200 – 1800 sq. ft.)	\$ 15.00
➤ Complete New House Plans (Over 1800 sq. ft.)	\$ 20.00
➤ Miscellaneous Drawing Changes	\$ 5.00

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Upholstery Program

➤ Sofa – w/all loose cushions	\$ 35.00
➤ Sofa – w/loose seat cushions	\$ 30.00
➤ Sleep Sofa – Full/Queen	\$ 30.00
➤ Sleep Sofa – Single	\$ 20.00
➤ Love Seat – w/all loose cushions	\$ 25.00
➤ Love Seat – w/loose seat cushions	\$ 20.00
➤ Day Bed	\$ 40.00
➤ Recliner	\$ 15.00
➤ Swivel Rocker	\$ 15.00
➤ Arm Chair	\$ 15.00
➤ Office Chair – w/Arms	\$ 6.00
➤ Office Chair – w/o Arms	\$ 4.00
➤ Wingback Chair	\$ 15.00
➤ Stool/Bench – up to 24”	\$ 4.00
➤ Stool/Bench – 25” – 36”	\$ 6.00
➤ Kitchen Chair – Padded Seat and Back	\$ 4.00
➤ Dining Room Chair – Padded Seat	\$ 2.00
➤ Automotive Seats	
○ Front Bench	\$ 15.00
○ Bucket – per Seat	\$ 10.00
○ Rear Seat	\$ 15.00
➤ Motorcycle Seat	\$ 6.00
➤ Boat Seat	
○ Back to Back	\$ 15.00
○ Flat	\$ 8.00
➤ Miscellaneous Repairs	\$ 3.00

**Maryland Department of Labor
Career and Technical Education Program
Correctional - Work Order Fees**

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procedures stated on the Work Order Agreement.
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Heating, Ventilation and Air Conditioning Programs

- | | |
|--------------------------------|---------|
| ➤ Window Unit Air Conditioners | |
| Inspect, Test and Repair | \$ 5.00 |
| ➤ Refrigerators and Freezers | |
| Inspect, Test and Repair | \$ 5.00 |

**Maryland Department of Labor
Career and Technical Education Program
Correctional - Work Order Fees**

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procedures Stated on the Work Order Agreement.
Fees do not include the cost of materials to be provided by the customer.*

Auto Body Painting and Repair Program

➤ Repair, Align and Refinish Auto Body Panels (Per Panel)	\$ 10.00
Includes: Hood	
Front Fenders	
Rear Quarter Panels	
Roof	
Deck/Trunk Lid	
Front and Rear Doors	
Quarterpanels	
➤ Remove, Repair, Replace and Refinish Bumper (Front and Rear)	\$ 5.00 each
➤ Remove and Replace Light Assemblies (Per Light)	\$ 2.00
➤ Remove and Replace Door Latches (Per Latch)	\$ 3.00
➤ Complete Car Repair and Refinish	\$ 50.00 - \$75.00
➤ Complete Truck Repair and Refinish	\$100.00
➤ Miscellaneous Repair and Replacement (windows, etc.)	\$ 5.00