
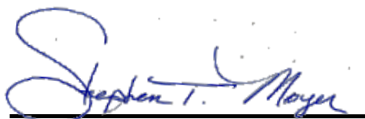


Executive Directive



Title: Facilities Maintenance Program	Executive Directive Number: CAP.070.0002
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: Secretary's Directive DPSCS.010.0004 (Formerly 06-1990) Dated 07/30/90; DOC.070.0001 dated 08/10/07; DOC.070.0004 dated 09/01/07; DOC.070.0009 dated 12/31/10; DPDS.070.0001 – 0004 dated 02/09/11; PATX.070.0001 dated 08/01/91
Related ACA Standards: 4-4123 – 25; 4-4138 & 39; 4-4146; 4-4151 & 52; 2-CO-2A-01 & 02	Responsible Authority:  Director Capital Construction and Facilities Maintenance
Related MCCS Standards: COMAR 12.14.03.03A and J; 12.14.04.02A; 12.14.05.02A	Effective Date: August 1, 2016 Number of Pages: 4



Stephen T. Moyer
 Secretary



David N. Bezanson
 Assistant Secretary
 Capital Programs

.01 Purpose.

This directive continues provisions for a facilities maintenance program for the Department of Public Safety and Correctional Services (Department) under the Division of Capital Construction and Facilities Maintenance (DCCFM).

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department shall establish and maintain a comprehensive facilities maintenance program that focuses on preventive and corrective maintenance to ensure that physical components of a facility are in proper operating condition so as to preserve and protect the State's capital investment in new and existing Department facilities.
- B. The Department shall establish a system that maintains each facility at an effective state of repair to maximize operations while minimizing maintenance costs through an effective program of preventive and corrective maintenance.
- C. The Department's facilities maintenance program shall ensure that facilities meet and conform to appropriate federal, State, and local fire, sanitation, safety, and health codes.
- D. The Department shall ensure facilities are inspected by representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated.

.04 Definitions.

There are no definitions necessary.

.05 Responsibility.

A. The Director of the Division of Capital Construction and Facilities Maintenance (Director) shall have administrative and operational oversight for the maintenance of all Department facilities.

B. The Director shall:

- (1) Ensure a centralized preventive and corrective maintenance program is implemented for Department facilities utilizing a Computerized Maintenance Management System (CMMS);
- (2) In cooperation with the Assistant Secretary for Capital Programs (Assistant Secretary) and the Deputy Secretary for Administration, develop funding requests to support maintaining Department facilities;
- (3) Establish procedures for receiving, documenting, tracking, and filing corrective maintenance requests; and
- (4) Where applicable, develop and oversee service contracts related to facility maintenance.

C. The Assistant Director, Division of Capital Construction and Facilities Maintenance is designated the Assistant Director of Maintenance with the authority for management of the Department's Facilities Maintenance Program (Program) and shall:

- (1) Directly supervise Regional Maintenance Managers;
- (2) Develop, implement, and maintain a State-wide correctional facility preventative and corrective maintenance program;
- (3) Oversee maintenance budgets and staff allocation;
- (4) When appropriate, maximize the application of inmate labor to maintenance projects;
- (5) Evaluate correctional facility maintenance requirements;
- (6) Develop and maintain procedures for maintenance-related inventory control and processing work orders;
- (7) Develop and maintain a facility maintenance operational procedures manual necessary to carry out policy established under this directive;
- (8) Prepare and oversee maintenance-related service contracts;
- (9) Conduct audits of correctional facility maintenance activities;

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- (10) Identify and prioritize Department maintenance for inclusion in the Department's budget submission;
- (11) Identify and process for approval maintenance projects that require:
 - (a) Capital funding; and
 - (b) Operating budget funding; and
- (12) Ensure work performed as the result of maintenance projects meets applicable federal, State, and local fire, sanitation, safety, and health codes.

D. The Department's facilities maintenance program required by this directive, at a minimum, shall:

- (1) Maximize the effective use of Department resources;
- (2) Minimize costs associated with maintaining Department facilities;
- (3) Be automated facilitating reporting and scheduling;
- (4) Focus on preventive and corrective maintenance;
- (5) Where appropriate, address predictive and scheduled maintenance;
- (6) Include frequent inspections of systems prone to requiring service;
- (7) Require scheduled inspections by preventive maintenance teams;
- (8) Prioritize response to maintenance requests based on the effect on facility operations related to health, safety, and security; and
- (9) Establish a system for receiving, documenting, and tracking maintenance requests that facilitates analysis of maintenance activities to support resource allocation, budget preparation, development and maintenance of service contracts, and procurement related to facility maintenance.

E. Maintenance Budget – Spending Authority.

- (1) 100% of the Department's maintenance-related budget allocation is under the authority of DCCFM to facilitate maintenance related procurement.
- (2) The Assistant Director, DCCFM shall oversee the Department's maintenance budget and shall:
 - (a) Maintain a current record of maintenance-related expenditures from that budget object made by Regional Maintenance Managers, which identifies expenditure made by each facility.
 - (b) Prepare and submit with the quarterly budget projection a report detailing maintenance-related expenditures made by each region and each facility in the region.
 - (c) Ensure that only a Regional Maintenance Manager authorizes expenditures from the maintenance budget.

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- (3) Procurement of maintenance supplies, materials, or services shall be made in accordance with State procurement requirements established in statute and regulation.

.06 Attachment(s).

There are no attachments to this directive.

.07 History.

- A. This directive replaces Secretary's Directive DPSCS.010.0004 (Formerly SD 06-1990) dated July 30, 1990 and consolidates the following duplicate directives on facility maintenance:

- (1) DOC.070.0001 dated 08/10/07;
- (2) DOC.070.0004 dated 09/01/07;
- (3) DOC.070.0009 dated 13/31/10;
- (4) DPDS.070.0001 – 0004 dated 02/09/11; and
- (5) PATX.070.0001 dated 08/01/91

- B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- S Maintenance Staff