



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 8/17/2020

Subject: Residential Facility Maintenance

Section: FDJJ – 9330

Originating Office: Residential Services

Related References: FDJJ 1316 – Records and Information Management

Purpose: This policy establishes guidelines for residential staff and contracted providers to comply with the repair and maintenance of state-owned buildings.

Offices Affected by the Policy: The offices of Residential Services, Facility Services, and DJJ contracted service providers.

POLICY STATEMENT:

- The Facility Assessment Specialist (FAS) will complete bi-annual reviews of all residential state-owned facilities.
- The FAS will complete the Facility Maintenance Checklist (FMC) for each facility review completed.
- The FAS will input a monitoring summary into the Program Monitoring and Management (PMM) module within the Department's Juvenile Justice Information System (JJIS) for each facility reviewed.
- The FAS will provide the FMC to the appropriate Regional Director (RD), Senior Management Analyst II (SMA II), General Services Liaison (GSL), Safety and Security Specialist (SSS), Residential Administrative Services Director (RASD), Facility Administrator (FA), Facility Regional Director, and the Office of Facility Services for appropriate actions or follow-up.
- The FMC will be maintained in accordance with FDJJ 1316.
- The RD will review and approve the monitoring summary in PMM.
- The GSL will work with the program/provider to obtain appropriate quotes for work to be performed or repairs to equipment or property and enter a work order.
- The GSL will track and update repair and maintenance issues in the FMC and upload to the Residential SharePoint site.
- The GSL will conduct monthly calls with the RD, SMA II, SSS, RASD, FA, Facility Regional Director, and the Office of Facility Services to update the progress of work orders.
- The Safety and Security Specialist (SSS) will receive and review the weekly Safety Inspection and Security Audit report.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Residential Facility Maintenance Policy

SECTION: FDJJ – 9330

- The SSS will follow-up with each state-owned, contracted program concerning any issues not corrected on the weekly Safety Inspection and Security Audit report.
- The SSS will conduct a quarterly site visit to each state-owned, contracted program to verify the correction of outstanding issues.
- The SSS will enter deficiencies into PMM if not corrected within the allotted timeframe.
- The Office of Facility Services will provide technical assistance concerning facility maintenance issues.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.