

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal #17-11</p>	<p align="center">Policy #7.10</p>
<p>Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs & YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-1A-07, 4-JCF-1A-08, 4-JCF-4C-62, 4-JCF-6A-09-1, 3-JDF-1A-04-2, 3-JDF-3B-05, 3-JDF-3B-08, 09, 3-JDF-4B-04 through 06 DJJ 8.4</p>	
<p>Chapter 7: PHYSICAL PLANT</p>	<p>Effective Date: 11/15/17 Scheduled Review Date: 11/15/18</p>	
<p>Subject: MAINTENANCE, WASTE DISPOSAL & PEST CONTROL</p>	<p>Replaces: 10/5/15 & DJJ 7.20, Waste Disposal and Pest Control (10/5/15)</p>	
<p>Attachments: None</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice secure facilities shall have a proactive, written preventative maintenance plan that includes provisions for the routine and emergency repairs, in life threatening situations, and replacement of equipment and buildings. Every DJJ locations shall provide for adequate disposal of waste and control of pests and vermin in accordance with applicable local, state, and federal regulations.

II. DEFINITIONS:

Biohazard: A biological or chemical substance or situation that is dangerous to human beings and the environment

DJJ Locations: For the purpose of this policy, this will include secure facilities, community services offices, and central office.

Maintenance: Active and effective actions to maintain, repair, and replace physical plants and equipment to keep them in good operating condition.

Preventive Maintenance: A system designed to enhance the longevity and/or usefulness of buildings or equipment in accordance with a planned schedule.

III. PROCEDURES:

A. The Office of Engineering and Construction Services will maintain a computerized statewide maintenance program to document and track needed repairs of all equipment and buildings.

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- B. Each secure facility Maintenance Supervisor will have a copy of the facility preventive maintenance plan on file. All maintenance requests will be documented and submitted via the computerized tracking system.
- C. When a maintenance issue that poses a possible threat to the safety and security of the facility has not been addressed within 24 hours, notification through the chain of command to the respective Deputy Commissioner of secure facilities and Administrative Services will occur immediately upon knowledge.
- D. Repair or maintenance problems that exceed the budget or staff resources available at the facility level will be forwarded to the respective Deputy Commissioner of secure facilities, Administrative Services, and Chief Financial Officer, through the chain of command.
- E. Emergency equipment and systems will be tested semi-annually.
- F. Power generators will be inspected and load tested at a minimum for 30 minutes weekly or in accordance with manufacturer's recommendations and instruction manuals.
- G. Waste Disposal:
 - 1. All DJJ locations will have a program of waste disposal through municipal service or private contract.
 - 2. All DJJ facilities will have a program of biohazard waste disposal through a private contract through approved State Purchasing practices.
 - 3. All DJJ facilities will collect, store, and dispose of liquid and solid waste in a manner that will protect the health and sanitation of the staff and which meets applicable federal, state, and local health and sanitation codes.
 - 4. When feasible, all DJJ locations will implement strategies that promote recycling, energy and water conservation, pollution reduction and utilization of renewable energy alternatives.
 - 5. Staff and youth will have available adequate containers for the collection of waste and, where applicable, recycled materials. All waste containers will be covered, except for the individual small wastebaskets in offices.
 - 6. Facility inspections will be conducted in accordance with DJJ 8.4, Inspections.
- H. Control of Pests and Vermin:
 - 1. DJJ locations will have a system for the prevention and control of pests and vermin.

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2. When necessary to clean or treat for pests or vermin, DJJ locations will use licensed pest control professionals.
3. Staff members who notice signs of pests or vermin will notify the facility or program Director for appropriate follow-up.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

Each secure facility will develop a local operating procedure that specifies how maintenance requests will be handled. At a minimum, the local operating procedure will include the following:

- How routine requests are submitted and handled; and
- How urgent requests are submitted and handled.