

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 13-04	Policy # 7.22
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: DJJ 2.14, 5.1 – 5.11, 6.7, 7.1 – 7.3, 8.12 DJJ Property Disposition Guide SPC-01: Asset Management – Proper Shutting Down of Vacant Buildings	
Chapter 7: PHYSICAL PLANT	Effective Date: 4/15/13 Scheduled Review Date: 4/15/15	
Subject: FACILITY CLOSURE	APPROVED: 	
Attachments: A – Facility Closure Checklist	_____ Avery D. Niles, Commissioner	

I. POLICY:

Decommissioned Department of Juvenile Justice facilities will be permanently closed and removed from service in the most efficient, timely, and cost effective manner.

II. DEFINITIONS:

Decommission: To deactivate, shutdown, dismantle, or remove from service.

Property Disposition Guide: A guide to assist Department of Juvenile Justice staff with processing requests through the State Properties Commission to dispose of and acquire real property.

III. PROCEDURES:

- A. To ensure facilities are properly decommissioned, the respective Deputy Commissioners, or designees, in consultation with the Office of Financial Services and the Office of Engineering will complete the required tasks on the Facility Closure Checklist (Attachment A) when a facility has been designated for closure.
- B. The Office of Budget Services will allocate funds for the closing of the facility and the continued upkeep, maintenance, and utility costs of the facility.
- C. The Office of Legal Services will remove all records from the facility.
- D. The Office of Contracts and Privatization will terminate or amend all private services contracts as necessary.
- E. The Office of Technology and Information Services will inventory and remove all computer, networking, wireless, and telephonic equipment and services.
- F. The Office of Financial Services will remove all state property and waste from the facility and will terminate or amend vendor contracts for goods and services as necessary.

Chapter	Subject	Policy #	Page
PHYSICAL PLANT	FACILITY CLOSURE	7.22	2 of 2

- G. The Office of Education will inventory, remove, and store all computers, books, teaching supplies, and any other education materials.
- H. The Office of Health Services will inventory, remove, and store as required all kitchen and nutrition commodities and all medical equipment and supplies.
- I. The Office of Engineering will complete tasks related to the physical plant, key control, and continued upkeep and security of the facility.
- J. All Department divisions will ensure that all inventory not specifically mentioned in this policy is appropriately inventoried and moved or disposed.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO