



**Administrative Policies and Procedures: 28.1**

<b>Subject:</b>	<b>Maintenance and Construction Guidelines for Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105(3); 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-1A-08; <b>COA:</b> ASE - 6.05; <b>DCS Practice Model Standard:</b> 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Superintendents, Facility Managers, Director of Facilities Management and Support Services and Youth Development Center Employees

<b>Policy Statement:</b>	
The Department of Children's Services shall establish uniform maintenance and construction guidelines for use by its Youth Development Centers that shall be outlined in the <a href="#"><u>Department of Children's Services Institutional Maintenance and Construction Guidelines Manual</u></a> .	
<b>Purpose:</b>	
To ensure a process for regular care and inspection of equipment (i.e., power generators, standby lighting systems, batteries, fire fighting apparatus, communications systems, and alarms, etc.) that is essential for safe and efficient operations of all DCS Youth Development Centers.	
<b>Procedures:</b>	
<b>A. Development of maintenance guidelines</b>	<p>The Director of Facilities Management and Support Services shall develop specific maintenance guidelines necessary to implement and monitor maintenance and construction activities in DCS youth development centers including, but not limited to, the following areas:</p> <ol style="list-style-type: none"> <li>1. Preventive and general maintenance and repair;</li> <li>2. Maintenance monitoring, scheduling, and reporting;</li> <li>3. Maintenance work requests;</li> <li>4. Roof maintenance and repair;</li> <li>5. Building systems maintenance and repair;</li> <li>6. Central energy plant operations and maintenance;</li> <li>7. Equipment inventory systems; and</li> <li>8. Any other areas necessary to ensure policy compliance.</li> </ol>

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<b>B. Distribution of maintenance and construction guidelines</b>	The Director of Facilities Management and Support Services shall notify each youth development center of maintenance and construction guidelines updates and revisions. The Institutional Maintenance and Construction Guidelines manual can be accessed from the DCS Internet Website/DCS Policies.
<b>C. Annual review of maintenance and construction guidelines</b>	The Director of Facilities Management and Support Services shall review all guidelines promulgated under this policy annually to ensure accuracy and correctness. Necessary revisions shall be prepared and distributed by the Facilities Management and Support Services Division.
<b>D. DCS facilities maintenance plans</b>	Each Youth Development Center shall have a written plan for preventive maintenance of the physical plant, including provisions for emergency repairs or replacement in life-threatening situations.

<b>Forms:</b>	None
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<b>Collateral documents:</b>	<a href="#"><u><i>Institutional Maintenance and Construction Guidelines for YDCs</i></u></a>
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