I. PURPOSE

The purpose of this General Order is to provide directives for a structured facility maintenance system that can be used to report and account for materials and labor relating to repairs at the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division to recognize that preventive maintenance contributes to the ability to maintain the facility, avoid costly repairs and is critical to promoting institutional safety and security. All maintenance problems shall be reported to Central Control. Central Control will notify Loudoun County General Services through the county’s Intranet system or by telephone to facilitate the timely repairs.

DEFINITIONS:

Preventive Maintenance (PM): Preventive maintenance consists of periodic inspections, routine maintenance of all facility equipment, and an aggressive program of regular pest control.

Emergency Maintenance: A facility emergency is defined as service that cannot wait until the next business day because:

1. The health and safety of occupants may be at risk.
2. Essential County services may be disrupted or cancelled.
3. Major building damage is likely to occur.
4. Severe property loss may result.
5. Poses serious risk to the safety and security of the facility.

Work Orders: Documentation generated to initiate equipment and/or facility repairs.

III. PROCEDURE

A. Facility Maintenance

1. The facility work order process has been streamlined. With the automated system now in place, Deputies/Supervisors can submit work orders, with a confirmation of receipt of the work order being sent via email. The confirmation notice is forwarded to the shift supervisor for inclusion in squad pass-on.
2. The post deputy and will document the problem on their duty post activity logs at the beginning of each shift.

3. The shift supervisor will check to see that the problem has not already been reported on a work order, and if not, follow up with the maintenance crews.

4. The shift supervisor will make proper notification using the county’s Facility Work Form on the county intranet.

B. Maintenance Personnel Response

1. County maintenance personnel or maintenance contract services enter the facility through the Main Public Lobby.

2. Central Control will notify a supervisor who will assign a deputy to accompany the maintenance personnel if entry into a secure area of the facility is needed. All maintenance personnel will be logged on the Adult Detention Center Visitor Log.

3. Maintenance personnel will perform repairs in inmate access areas only when under the supervision of a deputy. Prior to any maintenance personnel entering inmate locations, inmates are locked down in their assigned cells. In the event that maintenance personnel need to gain access to a dormitory style-housing unit, all inmates will be relocated to a secure area until the work is complete, and the area has been searched.

C. Pest Control

1. The County of Loudoun contracts licensed pest control services capable of administering an aggressive pest control program that controls such pests as roaches, silverfish, mice, and rats. This program includes a monthly inspection of the entire Adult Detention Center. The results of this inspection are forwarded to the Assistant Division Commander of Administration through the chain of command.

D. Preventive Maintenance

1. The Assistant Division Commander of Administration will establish a preventive maintenance program that identifies tasks and responsibilities.

2. Squad supervisors complete daily facility inspections of their designated areas.

3. The shift supervisor compiles the data from the inspection reports, which includes all areas of the Adult Detention Center, and forwards a final report to the Assistant Division Commander of Administration, through the chain of command, for follow up with maintenance personnel in accordance with the preventative maintenance program.
4. The Assistant Division Commander of Confinement will conduct monthly inspections of the entire Adult Detention Center to determine preventive maintenance needs of safety related equipment and complete an Inspection Report. These findings are forwarded to the Assistant Division Commander of Administration.

5. The generator will be tested weekly and according to the manufacturer’s recommendations/specifications. All other emergency equipment and systems are tested at least once a month for effectiveness and will be repaired or replaced if necessary.

E. Emergency Maintenance

1. Supervisors will follow the guidelines below for reporting an emergency maintenance request:
   a. Emergency requests should be called in to extension 8181 (or 703-737-8181 for phones not on the County system) twenty-four (24) hours a day, seven (7) days a week.
   b. By calling this number, you will be connected to the on-duty dispatcher. The dispatcher will take your information and relay it to the County's on-duty technician.
   c. If your facility maintenance request does not meet the emergency criteria above, it is Essential Maintenance.
   d. Essential Facilities Work Requests can be made using the online Work Request Form available on the Intranet homepage, (www.intranet.col), under the PROGRAMS section of the QUICK LINKS menu.
   e. Click on the program FACILITY WORK REQUEST, fill out all the requested information and submit it. You may also use the same system to check the status of your work request.

IV. DOC STANDARD #

6VAC15-40-1150: Vermin and Pest Control

The facility shall control vermin and pests and shall be serviced at least quarterly by professional pest control or personnel certified by the Virginia Pesticide Control Board.

Compliance Documentation:

2. Review contract or license for pest control personnel
3. Review quarterly service records
4. Review health department inspection report
5. Observation
6. Interview staff/inmates

Control of vermin and pests must be ensured using quarterly service by licensed exterminators. Accepted sanitation practices and the proper storage of food items and removal of wastes including trash, will assist in controlling vermin.

6VAC15-40-1160: Appropriate Lighting and Heating

1. All housing and activity areas shall provide for appropriate lighting and heating.
2. Appropriate lighting shall be at least 20-foot candles at desk level and in personal grooming areas.
3. Heat shall be evenly distributed in all rooms so that a temperature no less than 65° F is maintained. Air conditioning or mechanical ventilation systems, such as electric fans, shall be provided when the temperature exceeds 85° F.

Compliance Documentation:
- Light meter readings
- Observation
- Interview staff/inmates

6VAC15-40-1170: Water Utilities

All housing areas shall have toilets, showers, drinking water and washbasins with hot and cold running water accessible to inmates.

Compliance Documentation:
- Observation
- Interview staff/inmates

The facility shall provide sufficient toilet, shower, and bathing accommodations to maintain basic health and personal hygiene. Each housing unit should have ready access to hot and cold running water.

This General Order becomes effective October 29, 2020 and rescinds all previous rules and regulations pertaining to the subject.