Subject: Maintenance Request		Policy Number: ADM: 17
Revision Number: 02	Effective Date: 11/17/2025	Original Issue Date: 11/15/1991

1) PURPOSE

a) The purpose of this policy is to ensure proper and timely scheduling of maintenance personnel by establishing a formal method for requesting service.

2) POLICY

a) It is the policy of the Department that any bureau or district requiring the services of the Buildings and Grounds Bureau Maintenance personnel must complete and submit the Maintenance Work Order found on the DPS Intranet (The Insider).

3) APPLICABILITY

a) This policy applies to all employees of the Department of Public Safety.

4) REFERENCES

a) **NONE**

5) DEFINITIONS

a) **NONE**

6) OPERATIONAL PROCEDURES

a) **NONE**

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary