



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



<b>POLICY NUMBER</b>	
ADM:17	
<b>EFFECTIVE DATE:</b> 12/02/2009	<b>ORIGINAL ISSUED ON:</b> 11/15/1991
<b>REVISION NO:</b> 1	

**SUBJECT: MAINTENANCE REQUEST**

**1.0 PURPOSE**

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

**2.0 POLICY**

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).

The requesting bureau chief must inform his/her division director of the request, if the director is reasonably accessible.

**3.0 APPLICABILITY**

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

**4.0 REFERENCES**

NONE

**5.0 DEFINITIONS**

NONE

**6.0 PROCEDURE**

NONE

**7.0 ATTACHMENTS**

NONE

**8.0 APPROVAL**

APPROVED BY: s/John Denko  
DPS Cabinet Secretary

DATE: December 2, 2009