

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	03-03
	Effective Date	10/2009
	Revision Date	07/2017
Title: Facility Maintenance Requests		Functional Area: Safety
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

The Juvenile Justice Institutions Mental Health Team (JJIMHT) is committed to creating a work environment that is safe, healthy and injury-free to the extent that the nature of the work reasonably permits. Our employees are our most valuable assets, and their safety and health is a priority. Safety is essential to all business functions and should never be compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents.

Purpose:

The objective of this policy and procedure is to establish protocol by which JJIMHT members will follow in the event facility maintenance is required.

Details:

1. Overall Facility
 - A. The Youth Detention Facility (YDF) is controlled and operated by Sacramento County Probation Department.
 - B. Requests for facility maintenance shall be directed to the Probation Administration Administrative Services Officer (ASO) or Senior Office Assistant (SrOA) or Supervising Probation Officer (SPO). Phone numbers can be found on the facility telephone number directory.
 - C. In general, the following types of maintenance requests should be directed to Probation:
 - I. Incidents that require repairs to the building, flooring, restrooms, kitchen area, fire alarm(s), fire extinguisher(s), access doors, lightbulb(s) in need of replacement, locker rooms, exercise equipment, parking lot, access gate, pest control, etc.
 - D. The JJIMHT Program Coordinator is the primary contact for the initiation of repairs, however, in his/her absence, any JJIMHT member may contact Probation to request an issue with maintenance be addressed.

2. Mental Health Suite
 - A. The mental health suite is designated for the JJIMHT members, the equipment and furniture belong to the JJIMHT.
 - B. Requests for maintenance of equipment and/or furniture within the mental health suite are the responsibility of JJIMHT and the Division of Behavioral Health Services.
 - C. The JJIMHT Program Coordinator is the primary contact for the initiation of repairs, however, in his/her absence, any JJIMHT member may request an issue with maintenance be addressed.
 - D. Maintenance requests for computer equipment, printers and telephones should be directed to the Department of Technology (DTech) Service Desk, 874-5555 or via email servicedesk@saccounty.net .
 - E. Maintenance requests for the copier, fax, and scan machine should be called into the manufacturer. The telephone number and equipment identification number are on the cover of the machine.
 - F. Maintenance requests for technical issues with Avatar should be called into the Avatar Help Desk, 876-5806 or via email avatar@saccounty.net .
 - G. Maintenance requests for the replacement of electronic equipment and telephones should be directed to the JJIMHT ASO at the direction of the JJIMHT Program Coordinator.
3. Office Supplies
 - A. JJIMHT members needing supplies should turn in a request to the JJIMHT Program Coordinator.
 - B. At the direction of the JJIMHT Program Coordinator, the JJIMHT SrOA will place orders for office supplies.
 - C. Office supplies are generally delivered to the facility warehouse. Warehouse staff generally phone or email the JJIMHT Program Coordinator and/or SrOA indicating supplies are in stock to be picked up.
4. Janitorial Services
 - A. Janitorial services for YDF are currently under contract with a vendor. Concerns related to these services should be directed to the JJIMHT Program Coordinator.
 - B. Issues requiring more immediate attention should be brought to the attention of the SPO or Probation staff.

Contact Information:

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