


<b>2418 SCOPE OF MAINTENANCE AND FACILITY SERVICES</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Physical Plants and the Environment</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>October 1, 2009</b> Scheduled Review Date: <b>October 1, 2010</b> William W. Fenniman, DJJS Director
	Related Statute(s): <a href="#">RSA 621</a> , and <a href="#">RSA 621-A</a> Related Admin Rule(s): _____ Related Federal Regulation(s): _____

To ensure that the YDC Campus is safe, secure, and conducive to the delivery of rehabilitative services to its residents, the Maintenance and Facilities Department is responsible for the condition, functioning, maintenance and operation of the YDC's physical plant, including utilities, structures, grounds, vehicles, and plant equipment.

<b>Purpose</b>
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The purpose of this policy is to establish the scope of Maintenance and Facilities services.

<b>Policy</b>
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- I. Facilities Served: Maintenance and Facilities provides appropriate facilities maintenance and plant operation services to all buildings on the YDC Campus through the use of Maintenance staff and contracted services.
- II. Grounds: Maintenance and Facilities provides grounds keeping and roadway plowing and maintenance for the YDC Campus and the roadways within the YDC Campus through the use of Maintenance staff and contracted services.
- III. Services Provided: Maintenance and grounds services provided by Maintenance and Facilities include, but are not limited to:
  - A. Project management services to coordinate the work of several trades or contractors working on a single project.
  - B. Preparation and management of contracts and service agreements for procurement of services.
  - C. Maintenance of the YDC Campus electrical distribution systems from the commercial utility entrance to wall outlets or fixed end use equipment to ensure a continuous uninterrupted supply of clean electrical power.
  - D. Implementation of a program of routine maintenance and testing of fire detection, alarm, and suppression systems to ensure the reliability of these systems.
  - E. Provision of a complete range of carpentry services.
  - F. Maintenance, repair, and upgrade as necessary of all key and lock access control systems to ensure the safety and security of YDC Campus buildings.

- G. Preparation, application and maintenance of appropriate protective coatings inside and outside of YDC Campus buildings to ensure an attractive appearance of the buildings and promote cleanliness and durability.
  - H. Performance of masonry work including construction maintenance and repair of concrete, brick, block, and flooring.
  - I. Design, fabrication, and installation of signs.
  - J. Maintenance of the YDC Campus grounds by moving and tending the various plants, trees, and shrubs growing on campus.
  - K. Maintenance the YDC Campus road network by providing snow and ice control and road repairs.
  - L. Operation, maintenance, and repair of heating, ventilation, air-conditioning systems and their associated control systems to ensure an environment with temperatures, ventilation, and humidity levels that support resident care and efficient facility operations.
  - M. Provision of a continuous, uninterrupted supply of hot and cold potable water and maintenance of an effective system for the safe disposal of wastewater.
  - N. Maintenance of the fleet of automotive equipment to support the operation of the YDC Campus.
  - O. Maintenance and repair of elevators to ensure their safe operation.
  - P. Performance of other repairs to buildings and equipment as requested.
  - Q. Assistance to other DJJS bureaus with such functions as moving furniture within buildings and other services as requested.
- IV. Services Outside the Scope of the Maintenance and Facilities Department:
- A. Because of limited expertise with the following types of equipment, Maintenance is not responsible for the operation, maintenance, or repair of the following equipment:
    - 1. Clinical, diagnostic, imaging, treatment, laboratory, and monitoring equipment.
    - 2. Business equipment including computers, fax machines, and photocopiers.
    - 3. Telephone systems.
    - 4. Sophisticated proprietary systems.