



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



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