



**OREGON YOUTH AUTHORITY**  
**Policy Statement**



**I-C-3.3 - Maintenance Requests**

**Approved:**

Karen Brazeau, Director

**Effective:**

December 2002  
(format 12/02)

**Supersedes:**

I-C-3.3 (11/13/96)  
I-C-3.3.a (11/13/96)

**Interpretation:**

**REFERENCE**

OYA forms: YA 4700 (Request for Repair or Maintenance)

**POLICY**

The facility or office maintenance department will be notified when buildings or equipment need repairs. The YA 4700 will be noted in the maintenance log. It is each staff's responsibility to report needed repairs when noticed according to local procedure.

- I. Completion of requests
  - A. Requests for maintenance services should be submitted on a YA 4700.
  - B. Facilities and local offices will develop local procedures to address emergency repairs.
  - C. Work orders shall be:
    1. Filled out in triplicate.
    2. Reviewed by the Supervisor/Manager.
    3. Sent to the Supervisor/Manager of the maintenance department.
  - D. When the work has been completed, a notation will be made on the staff's copy of the YA 4700 to avoid duplication of efforts.
- II. Maintenance Contractors
  - A. The Supervisor/Manager of the maintenance department at each facility will inform contractors of the security measures they need to take when they work on facility grounds.

- B. The Supervisor/Manager of the maintenance department shall provide each contractor with a copy of the local "Security and Safety Requirements for Contracted Employees" and an orientation on security measures, prior to commencement of the work.