



Illinois Department of Corrections

Administrative Directive

Number: 05.02.126	Title: Equipment Cards	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.126 effective 3/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-13
Referenced Policies: 05.02.127	Referenced Forms: DOC 0488 – Equipment Card

I. POLICY

All Department-owned correctional facilities shall implement a program for documentation and care of all equipment.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure to ensure that all equipment, major, original, fixed and movable, including new acquisitions, which are necessary for the operation of any structure or program, shall be recorded and maintained properly.

B. Applicability

This directive is applicable to all Department-owned correctional facilities.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Definition

Equipment – shall include transformers, air conditioners, air handlers, stoves, boilers, etc. Items which are part of the original cost of the building shall be included, and also items which were purchased and installed later (such as ice machines). Such office equipment as typewriters and transcribers shall not be included.

E. Requirements

The Chief Administrative Officer (CAO) shall, in accordance with the provisions established in this directive, ensure documentation and care of equipment at the facility through:

1. Establishment of an equipment code number for each piece of equipment;
2. Establishment of a code number for each item of exterior lighting; and
3. Use of Equipment Cards, DOC 0488, for recording all inventoried equipment.

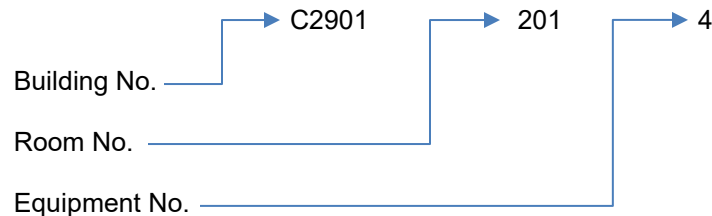
F. Implementation

1. Equipment Code Numbers

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a. Equipment code numbers in the planned maintenance program shall identify building number, room number and location of equipment in a room. If there is more than one piece of the same type of equipment (e.g. two heating units, three air conditioners, etc.) in a room, the equipment shall be numbered in a clockwise order. The number must be placed on the equipment in an unobtrusive manner. It may be painted on, stenciled on or attached by way of a small number plate.

b. The following is a diagram of the equipment code number "1-201-4."



c. The equipment code number shall be placed above the top line and below the bottom line of the DOC 0488.

2. Equipment Cards

All items falling under the description definition of equipment shall be inventoried and a standard DOC 0488 shall be used to record each item.

a. An inventory of equipment shall be conducted in each building of the facility.

b. As much information as possible about the equipment shall be recorded on the DOC 0488. Any information not referred to or called for on the DOC 0488 (such as related equipment), but essential and helpful for its operation, shall be placed on the card.

- (1) The required inventory data for equipment in many older facilities may be limited to what information is on the nameplate.
- (2) Information may be obtained from room contract documents of a new installation. A check of the actual installation against the shop drawings shall be made before the DOC 0488 is completed.
- (3) Once the information on any item of equipment is obtained, it shall be preserved until it is permanently recorded on the DOC 0488.
- (4) When the information is completely recorded for each piece of equipment in a room or area, the equipment in the next room or area shall be inventoried and recorded.
- (5) Once the inventory of equipment is taken and recorded in one building, the person conducting the inventory shall move to the next building and begin the process again and continue to do so until all the equipment in the facility has been inventoried and recorded.

c. After the initial draft of the DOC 0488, the routine numbers pertaining to a piece of equipment shall be listed in accordance with Administrative Directive 05.02.127.

d. The word "supplier" as used and referred to on the DOC 0488 shall be the name of the distributor from whom spare parts may be ordered.

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- e. All major repairs (i.e. labor costs which exceed \$100) or purchase of spare parts (i.e. parts costs which exceed \$100) shall be recorded on the back of the DOC 0488.
 - f. The DOC 0488s shall be separated according to the buildings where the equipment is located. The DOC 0488s relating to each building shall be filed by room number and equipment number.
 - g. A person designated by the CAO shall review each card to determine the completeness and accuracy of the information entered thereon.
 - h. As equipment changes are made, the Equipment Card file shall be updated. Information on equipment changes shall not be allowed to pile up, as a loss of information may result.
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