



# Illinois Department of Corrections

## Administrative Directive

Number: <b>05.02.128</b>	Title: <b>Work Order System</b>	Effective: <b>10/1/2021</b>
-----------------------------	------------------------------------	--------------------------------

<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	05.02.128 effective 3/1/2021

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-3B-08
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0431 – Work Order DOC 0488 – Equipment Card

### I. POLICY

The Department shall ensure all Department-owned correctional facilities implement a thorough and complete system for ordering and tracking maintenance work.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish a written procedure to ensure documentation of all work requested of and performed by the maintenance staff on facility property.

#### 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. Requirements

The Chief Administrative Officer shall ensure that documentation of all work requested of and performed by the maintenance staff on facility property is completed in accordance with the provisions established in this directive.

1. Work Order, DOC 0431
  - a. A DOC 0431 shall be completed for all:
    - (1) Emergency repairs;
    - (2) Plant maintenance;
    - (3) New construction;
    - (4) Renovation; and
    - (5) Demolition.

**NOTE:** All work performed by an employee or offender craftsman shall be recorded on a DOC 0431.

	Illinois Department of Corrections <b>Administrative Directive</b>	Page 2 of 3
Number: 05.02.128	Title: Work Order System	Effective: 10/1/2021

- b. A DOC 0431 may be initiated by any employee. After review and approval by the Supervisor (Department Head) of the area the requested work is to occur, the DOC 0431 shall be forwarded to the Chief Engineer to approve or deny the request.
- (1) If approved, the Chief Engineer shall ensure the DOC 0431 is:
    - (a) Logged;
    - (b) Numbered;
    - (c) Prioritized; and
    - (d) Distributed.
  - (2) If denied, the rationale for the denial shall be noted and a copy of the DOC 0431 shall be returned to the requestor.
- c. New construction and renovation work requested by supervisory staff shall detail information indicating what is being requested, e.g., a simple drawing, sizes, type of material or equipment desired, etc., and shall be attached to the DOC 0431.
- NOTE:** All new construction, renovation and demolition work shall require the approval of the Assistant Warden or the Assistant Supervisor of Operations.
- d. Priority of maintenance shall be set by the Chief Engineer, subject to the approval of the Chief Administrative Officer or the Assistant Warden or Assistant Supervisor of Operations. The recommended priority order shall be:
- (1) Emergency repairs;
  - (2) Plant maintenance; and
  - (3) New construction, renovation and demolition work.
- e. The DOC 0431 shall be forwarded to the specific craft to which the job shall be delegated.
- f. At the beginning of each month, each DOC 0431 shall be numbered with the prefix pertaining to that particular month, e.g., the first DOC 0431 for January would be 1-1, the second 1-2, third 1-3, etc., for February the first DOC 0431 would be 2-1, the second 2-2, the third 2-3, etc.
- NOTE:** Any duplicate or previously completed DOC 0431's shall not require a number and may be discarded at the Chief Engineer's discretion.
- g. If an employee craftsman finds a specific need for repairs that he or she is not trained to handle, it shall be reported to the Chief Engineer, and a decision shall be made by supervisory personnel as to the extent of the work to be accomplished before completing an additional DOC 0431.
- h. Each DOC 0431 shall be retained and filed in numerical order by the Chief Engineer and include:
- (1) Labor hours on equipment repairs;
  - (2) All labor costs for repairs; and

	Illinois Department of Corrections <b>Administrative Directive</b>	Page <b>3</b> of <b>3</b>
Number: 05.02.128	Title: Work Order System	Effective: 10/1/2021

(3) Material costs for equipment repairs.

**NOTE:** All labor and material costs exceeding \$100 shall also be recorded on an Equipment Card, DOC 0488.

2. Work Order Log

A Work Order Log shall be retained by the Chief Engineer. The Work Order Log shall, at minimum, include:

- a. Work Order number;
  - b. Date of request;
  - c. Detail of request;
  - d. Location of request;
  - e. Assigned craft and craftsman;
  - f. Completion date; and
  - g. Hours spent on repair.
- 
-