


DEPARTMENT OF CORRECTION  	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 131	<b>PAGE NUMBER:</b> 1 of 4
		<b>SUBJECT:</b>  Requirements for Plans & Specifications	Adopted: 03/92 Reformatted: 01-2001

## **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Idaho Board of Correction that all construction and preventive maintenance at Department of Correction correctional facilities comply with the Idaho Code, Chapter 57, Title 67.

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## **03.00.00. REFERENCES**

Department of Correction, Fiscal Directive, 114.03.03.007.

Idaho Code Chapter 57, title 67, sections 67-5710, 675710A & B, 67-5711, 67-5711C.

## **04.00.00. DEFINITIONS**

## **05.00.00. PROCEDURE**

### **05.01.00. Roll Of Maintenance Manager**

It will be the responsibility of the construction maintenance manager to insure that all construction, alterations, repair and maintenance of facilities operated by the Department of Correction follow guidelines established in this policy, Idaho Code, and the fiscal manual. All in-house work performed by construction/ maintenance staff and inmate workers will comply with applicable local and national codes (UBC, NEMA, UPC, OSHA, Fire & Life Safety, NFPA, NEC, IPC, ASHRAE, ASME, & AGA).

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## **05.02.00. Reference Materials**

Relevant abstracts of Idaho Code and the fiscal manual are outlined for reference and as a guide for department staff when requesting new construction, maintenance, repair and alterations to existing facilities and/or equipment; preventive maintenance funding requests or emergency purchase requests.

## **05.03.00. Project Oversight By The Administrator For The Division Of Public Works**

Idaho Code, Section 67-5710A. REQUIREMENT OF PLANS AND SPECIFICATION APPROVAL BY PERMANENT BUILDING FUND ADVISORY COUNCIL AND DELEGATION OF PROJECT OVERSIGHT BY THE ADMINISTRATOR FOR THE DIVISION OF PUBLIC WORKS.

Unless an emergency exists as defined in section 67-5711B, Idaho Code, an existing public works may not be altered, repaired, constructed or improved on property owned or occupied by any state institution, department, commission, board or agency, if the estimated cost of work exceeds the limit established in section 67-5711, Idaho Code, without regard to source of funding, until the location, design, plans and specifications are approved by the permanent building fund advisory council and the project supervised by the Division of Public Works or its designee.

The Administrator for the Division of Public Works may delegate control over design, construction and all other aspects of a public works or maintenance project which costs less than one hundred thousand dollars (\$100,000), to agencies of state government on a project-by-project basis, if a responsible party of the state agency requests that delegation in writing and the permanent building fund advisory council approves the delegation.

The state agency to which control is delegated shall assume all responsibility for project budgeters and shall receive funds appropriated for the project upon application and approval by the permanent building fund advisory council.

Delegation of project control does not exempt the state agency from complying with public works statutes, life safety and building codes or other applicable codes and regulations. The state agency also must comply with any guidelines or procedures for design and construction adopted by the division of Public Works and the permanent building fund advisory council.

State agencies that receive delegated projects may not have access to permanent building

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fund advisory council contingency funds unless approved by the permanent building fund advisory council or authorized by appropriation.

Prior written approval from the administrator must be granted for any public works utilizing sole source or limited competition.

#### **05.04.00. Idaho Code, Section 67-5710B. DEFINITIONS**

Idaho Code, Section 67-5710B. DEFINITIONS. As used in this chapter: "Preventive Maintenance" means:

Corrective repairs or replacements used for existing state-owned, or state-operated facilities, which result from a systematic program in which wear, tear, and change are anticipated and continuous corrective actions are required to be taken to ensure peak efficiency and to minimize deterioration. It includes systematic inspection, adjustment, lubrication, replacement of components, as well as performance testing and analysis; and

Repairs and replacements with an estimated useful life of less than five (5) years; and

Repairs and replacements which are funded in the state agency's operating budget; and

Repairs and replacement which can be accomplished by the agency's existing physical plant staff; and

Repairs and replacement which do not require the services of architects, engineers and other professionally licensed consultants to investigate conditions, prepare recommendations for corrective action, prepare plans and specifications and supervise the execution of corrective projects.

"Public Works" means:

Any new building, alteration, repair, demolition or improvement of any land, building, structure including utilities, or remodeling or renovation of existing buildings, or other physical facilities, to make physical changes necessitated by changes in the program, to meet standards required by applicable codes, to correct other conditions hazardous to health and safety of persons which are not covered by codes, or to effect a permanent improvement to the facility for any reason including aesthetics or appearance;

Site improvement or developments which constitute permanent improvements to real property;

Purchase and installation of fixed equipment necessary for the operation of new,

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remodeled, or renovated buildings and other physical facilities for the conduct of programs initially housed therein to include any equipment that is made a permanent fixture of the building; and

Purchase of the services of architects, engineers, and other consultants to prepare plans, program documents, life cycle costs studies, energy analysis, and other studies associated with any new building, alteration, repair, demolition or improvement and to supervise the construction or execution of such projects.

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Director, Department of Correction

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Date