

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 7/8/2015	NUMBER: D-28.3 Page 1 of 1
	Replaces: 1/4/2012	
	Formulated: 12/96 Reviewed: 04/18	
FACILITY REPAIRS AND RENOVATIONS		

PURPOSE: To describe the process to be followed by facility Health Services personnel when facility repairs or renovations are required.

POLICY: Health Care facilities are maintained to ensure health services are provided at an appropriate level.

PROCEDURE:

- I. When facility repairs or renovations are required, it is the responsibility of the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) to follow established facility maintenance procedure (ED 10.06) to request that repairs or renovations be performed.

- II. If the facility maintenance department determines that a major work request is required, it is the responsibility of the Facility Administrator of Health Service (TTUHSC)/Practice Manager (UTMB) to ensure the major work request is prepared and adequately describes the work that is being requested. The Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to sign the major work request and route the request as required by the facility maintenance procedures.

- III. A copy of the major work request is to be provided to the appropriate regional Health Services Administrator (TTUHSC) Practice Manager (UTMB) and the TDCJ Health Services Administrator.

- IV. If problems are encountered in having the work completed in a timely manner, the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to first attempt to resolve the issue by working with the facility maintenance department to achieve resolution. If necessary, the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to contact the Regional Health Administrator (TTUHSC)/Regional Operations Manager (UTMB) to request assistance. If unsuccessful at the facility and regional levels, the TDCJ Health Services Administrator is to be contacted by the regional/cluster staff and asked to provide assistance.