

Chapter: Property and Inventory
Rule: Maintenance and Construction

Effective Date: 12/31/96, T-40

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Replaces: GOP.33.05

Dated: 10/12/95, T-37

ACA Standard(s):

(a) **Policy.**

The Texas Youth Commission (TYC) establishes rules to provide quality facilities and maintain physical plants and grounds in good condition for the benefit of the youth

(b) **Rules.**

(1) **Maintenance.**

- (A) Each employee is responsible for properly using and maintaining TYC facilities and equipment.
- (B) The institutional business manager is responsible for employing a qualified maintenance staff to maintain the physical plant in good condition.
- (C) Employees shall promptly notify the maintenance staff of needed maintenance tasks that are beyond the employee's immediate responsibility.

(2) **Construction of New or Remodeling of Existing Facilities.**

- (A) The TYC Board makes final selection of architectural/engineering service providers.
- (B) The finance department assigns project account numbers and separate activity budgets to each major construction and remodeling project after project approval and prior to expenditures of funds. All contracts are encumbered in central office.

(3) **Alterations and Major Repairs to Existing Facilities.**

- (A) All alterations and major repairs undertaken by the local staff to existing facilities must be approved by the maintenance and operations department.
 - (B) Alterations or major repairs to be funded out of regular operating appropriations must be included in the current budget or have an approved budget amendment prior to the obligation or expenditure of funds.
 - (C) Alterations and major repairs with an anticipated budget over \$10,000 must be approved by the assistant deputy executive director for finance and construction.
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