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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 007**  
**EFFECTIVE DATE: 10/06/09**  
**REVISED: 02/20/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: FACILITIES MAINTENANCE AND PROJECT ASSISTANCE**

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**I. Purpose:**

To establish guidelines for requesting county facilities maintenance or special project that requires assistance from the Public Works Department.

**II. Policy:**

Any Department head or supervisor may request from the Public Works Director, facility maintenance work and/or special project assistance.

- A. A written request must be filled-out on Form 007-F.
- B. The department shall request as far in advance as possible before the date needed.
- C. Emergency requests will be accepted by calling the County Manager, Fire Chief, or Public Works Director, or their designee, whichever is applicable, followed-up with a written request.
- D. If the department has a budget amount to cover the expense or project it must provide the County Manager, Fire Chief, or Public Work Director, or their designee, whichever is applicable, with an account number.
- E. If no budget amount is allocated, the expense must be approved by the County Manager or Comptroller.

The Fire Chief or Public Works Director, as applicable, shall prioritize the requests at his discretion, based on current projects and availability of work crew. If any disagreement arises items shall be brought before the County Manager for resolution.

**III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager's office.**