

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 26

December 7, 1983

TO: All Departments, Boards, Agencies and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: PRIORITY SYSTEM FOR PROPERTY MANAGEMENT MAINTENANCE

1. PURPOSE.

The purpose of this memorandum is to publicize a priority system to be utilized in the maintenance of all structures under the Department of Property Management.

2. PROCEDURE.

- A. Written requests are required whenever a job is to be undertaken. The requesting department or agency shall notify the Director of Property Management of a job request using Form PM-001. This request must be signed by the agency head and only those requests signed in this manner can be given consideration. Emergency situations may be called in to 586-4407 but a written request must follow. Each job request shall specify the name, address and phone number of a departmental employee who can accompany the estimator to the job site to point out what the exact nature of the request is and to arrange for a time for the work to begin.
- B. An estimator will be dispatched to the job request site. He will then confirm the work's priority status. The Director of the Department of Property Management will make the final priority decision.
- C. Once the job has been estimated and the priority has been determined by the Department, the requesting party will be informed of the action to be taken. This will be done by the form letter.

3. PRIORITIES.

- A. Priorities will be rated by the Department of Property Management using the following criteria:
 1. Does the condition endanger health and welfare?
 2. Does the condition further endanger property?

3. Does the condition inhibit a normal City function or would it facilitate improved functioning?
 4. Does the condition offer a good appearance to the public?
- B. First priority jobs would include situations considered hazardous to life or health. Priority one requests would be handled as emergencies and crews will be dispatched immediately.
- C. Priority two requests would seek to prevent the continued damage to property as a result of a prior mishap such as a leaking roof.
- D. Priority three concerns situations which impede proper City functioning. This would include defective office lighting which might prevent an effective work output by office personnel.

4. **INQUIRIES.**

Any questions concerning this memorandum should be addressed to the Director of Property Management, Room 2W03, City Hall, telephone number 586-4407.

Reynard J. Rochon
Chief Administrative Officer

RJR:KS:ch