

**Office of Juvenile Justice  
IS / JJPL Telephone Maintenance Request Form**

**BCCY**     
  **CCY**     
  **JCY**     
  **SCY**

**Date:** \_\_\_\_\_

**EVERY** IS/JJPL telephone malfunction shall be reported to the facility Business Office, utilizing this form, immediately following inspection.

<b>IS / JJPL TELEPHONE PROBLEM LOG</b>	
<b>Phone Location</b>	<b>Nature of Problem</b>
Reporting Staff Signature / Title	

It is the responsibility of the facility Business Office to ensure that a maintenance order is placed within one business work day for every IS/JJPL telephone that is in need of repair, and will make best efforts to ensure that the telephone is repaired as soon as possible.

<b>BUSINESS OFFICE MAINTENANCE REQUEST INFORMATION</b>	
<b>Date Form Received:</b>	
<b>Date/Time Work Order Forwarded to CO for Approval:</b>	
<b>Date/Time Work Order Approved by CO:</b>	
<b>Date/Time Contractor Contacted:</b>	
<b>Date/Time Phone Repaired:</b>	
Business Office Signature / Title:	