



## JOHNSON COUNTY PURCHASING DEPT.

211 North Church Street  
Mountain City, TN 37683  
423-727-7861

DUSTIN SHEARIN  
PURCHASING AGENT

05/06/2019

MEMO: Courthouse Maintenance & Custodial

Courthouse Employees & Officials,

I wanted to ensure that each of you understands the current work flow of maintenance & custodial tasks within and around the Courthouse. I understand that over the last little bit it has been confusing as to what is taking place. Currently the Sheriff and his staff are in charge of general maintenance and custodial upkeep of the Courthouse building and grounds. I have attached a work order sheet that you may use to provide the Sheriff's maintenance & custodial staff with information regarding incomplete or unknown maintenance and custodial tasks. Maintenance and Custodial staff will ultimately determine the urgency of the request and what solutions and/or products will be provided. Ultimately at some point I as the purchasing agent will need to be involved, but only in regards to where purchasing services, supplies, or materials is of concern.

Below is a listing of other types of requests that fall outside of the Sheriff's responsibility.

- Canon Copiers – If you have supply or maintenance/repair requests, please find the sticker on the copier machine that lists the copier serial number & Supply/Support Telephone numbers. Call the number on the sticker.
- SkyBest Internet/ Polycom Telephones – Please email me or call me with the issues that you are having.
- Local Government Computers/Servers – Please contact Local Government Support.
- BIS Computers/Equipment – Please contact BIS Support.
- Any other technology not listed above – We do not have a dedicated Information Technology staff. As the purchasing agent I have minor skills needed to aid with simple problems. I will help to the best of my abilities, but I may not be able to have enough time or understanding to provide a final solution. At times it may be necessary to seek outside assistance.

If at any time you are unsure of who holds responsibility for the request that you have, please feel free to ask me. I will help you to determine who you need to speak with regarding the problems. Please let me know if you have any questions. Thank you!

Dustin Shearin  
Johnson County Purchasing Agent

# Maintenance / Custodial Work Request

Date of Request: \_\_\_/\_\_\_/\_\_\_ Requesting Party: \_\_\_\_\_

Work Location: \_\_\_\_\_

Description of work/repair:

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Requested Priority:

High - Must be done within 24 hours.

Medium - Within the week.

Low - When you get a chance.

**For Office Use Only:**

Date Reviewed: \_\_\_/\_\_\_/\_\_\_ Priority Assigned: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Comment:

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Date Work Completed: \_\_\_/\_\_\_/\_\_\_ Number of Days to Complete: \_\_\_\_\_

Work Assigned To: \_\_\_\_\_