

SUBJECT: FACILITIES MAINTENANCE

EFFECTIVE  
DATE: 03-08-11 (replaces 10-29-09)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail CSB to comply with all department, state, county, and city regulations relating to the safe and proper maintenance of all program facilities, including fire and sanitation rules and regulations.

PROCEDURE

1. An inspection of all buildings and residential sites by a local or State Fire Marshall will be made annually. Any deficiencies are to be corrected immediately and corrections documented. Documentation should be forwarded to the Health and Safety Committee.
2. An inspection of buildings and residential sites by the local Health Department will be made annually. Any deficiencies are to be corrected immediately and corrections documented. Documentation should be forwarded to the Health and Safety Committee.
3. Inspections of all facilities, including residential sites, will be made by the organizational Compliance Monitor of Environment of Care at least annually. Inspections will be documented on the Checklist for Day Facility Sites or the Checklist for Residential Facility Sites as appropriate. These checklists are found in the Administrative section of FormDOCS.
4. Copies of the facility checklists along with documentation of corrected deficiencies will be kept by the Health & Safety Committee secretary in a notebook for each site.