



Series: 1600 Facilities

Policy Name: Maintenance

Policy Number: 1601

Origination Date: 5/29/15

Revision Date: 3/29/19

Policy: Communities Connected for Kids (CCKids) is committed to the provision of a safe working environment for all staff and visitors by complying with all local and building and zoning codes, occupational, health and safety fire regulations and well as risk management and all other applicable safety codes and regulations.

Procedure:

CCKids staff submit all facility related issues through the "support ticket" system located on the CCKids intranet. A support ticket is generated for each request submitted.

The IT Department is responsible for forwarding each open ticket request to the CCKids receptionist. Once the issue is resolved, the ticket is closed.

Safety inspections of each CCKids facility are conducted on a monthly basis by members of the safety committee. The inspection includes a review of the facilities heating, air-conditioning, fire extinguishers, lighting and other systems. The completed forms are submitted to the Safety Committee Chair.

Any actions needed based upon the inspection must be indicated on the checklist and followed up within two weeks.

Documentation related to facility maintenance and repairs will be maintained by the contracts department. In addition, a copy of the CCKids Child Placing License is maintained by the contracts department and a copy is stored in the administrative folder on the shared drive.

Compliance with Codes and Regulations

CCKids complies with all zoning and building codes, occupational safety and health administration codes, health, sanitation and fire codes. When undertaking building construction, demolition, or renovation, proper controls is taken as required to reduce the risk and minimize impact on the environment, service recipients and staff.

Approved: Carol Deloach

Carol Deloach, CEO

3/29/19