

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
ADMINISTRATIVE MANUAL**

		Chapter: 2	Section: 12	Subject: 5
CHAPTER: Board Services and Program Administration				
SECTION: Safety & Therapeutic Environment				
SUBJECT: Prevention Maintenance				
Administrative Approval:		Date of Governing Board Action:		Page 1 of 3
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- I. **PURPOSE:** To establish policy and procedures that promotes the maintenance of a safe and therapeutic environment.
- II. **APPLICATION:** All facilities owned or leased by the West Michigan Community Mental Health Governing Body.
- III. **REQUIRED BY:** Accrediting bodies.
- IV. **DEFINITIONS:** Not applicable.
- V. **POLICY:** It is the policy of the West Michigan Community Mental Health to properly maintain its building, furnishings, vehicles and equipment to ensure a safe and therapeutic environment for consumers and its employees.
- VI. **PROCEDURES:** The procedures are implemented in accordance with the Safety and Therapeutic Environment Plan.
  1. A therapeutic environment checklist shall be completed for all CMH sites operated facilities on a bi-annual.
  2. Completed therapeutic environment checklists shall be maintained by the Facilities Specialist.
  3. Any problem areas noted on the therapeutic environment checklist shall be reported to the Facilities Specialist and will be addressed in a timely manner. Any safety issues will be addressed immediately.
  4. Procedures for requesting and scheduling repairs and maintenance:
    - 4.1 The staff person discovering the needed building or vehicular maintenance shall email Facilities WMCMH MOJO, which will go to the Facilities Specialist, who will fill out WMCMH Form Ec010.
    - 4.2 If there is an emergency need for maintenance, the staff person is empowered to arrange for repairs from the Approved Vendor List (attached). The staff shall complete the maintenance work order, indicating the repair has been completed and forward it on to the Facilities Specialist or Team Lead.
    - 4.3 The Facilities Specialist or Team Lead shall contact the staff person making the routine request for maintenance, for clarification, when necessary (procedure #1).

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- 4.4 The Facilities Specialist or Team Lead shall make the necessary arrangements for repair within 24 hours of the receipt of the request, indicating on the form what arrangements have been made. The maintenance provider shall be from the approved provider list when possible.
- 4.5 The Facilities Specialist will forward a copy of the maintenance request to the Finance/Accounts Payable, indicating the referral source.
- 4.6 The Facilities Specialist shall retain an electronic copy and record the completion date of the repair on a work order spreadsheet.

VII. **SUPPORTING DOCUMENTS:**

Appendix 2-12-5A: Emergency Numbers/Repairs

Please refer to:  
Surveillance Therapeutic Environment/Preventative Maintenance Checklist (WMCMH Form #EC008)  
Maintenance Work Order (WMCMH Form #EC010)

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
920 DIANA STREET, LUDINGTON  
EMERGENCY NUMBERS/REPAIRS**

**PERMANENT:**

#	Equipment	Make & Model	Type	Repair Person	Phone #	Location
1.	Water Heater	Rheem – Model G76-75C	Natural Gas	Custom Sheet Metal & Htg.	231-464-5436	Basement – East – Rm 600
2.	Plumbing			The Village Plumber	231-843-2000	Basement – Rm 601
3.	Heat – 5-8 (east) Furnaces 1-4 (west)	Rheem Imperial 90 Plus	Gas	Custom Sheet Metal & Htg.	231-464-5436	Basement – East – Rm 600 West – Rm 604
4.	Air Conditioning	Rheem Classic X	Electric	Custom Sheet Metal & Htg.	231-464-5436	Outside – south side of bldg
5.	Fire Alarm	Simplex 4001 Dale 766-3745	Electric	Muskegon Fire Equipment Inc.	231-773-9173	Panel in CSM wing storage closet across from Rm 200
6.	Sprinkling System			Muskegon Fire Equipment Inc.	231-773-9173	Basement
7.	Lawn Sprinklers	Rainbird RC1260i – Electric Timer		Ken Enbody	231-690-3810	Basement
8	KeyScan System	KeyScan Access Control System		Chuck Brooks-Brooks Security	745-7549 cell 231-408-2024 1.800.294.8677	
9	Elevator	McNally Elevator Company			269-381-1860	

**YEARLY:**

#	Equipment	Performed by (name & address)	Phone #
1.	Vehicle Maintenance	Watson Ludington, 3632 W. US Highway 10, Ludington, MI 49431	231-845-3900 (Austin or Tom)
2.	Building Maintenance	Ken Enbody, 6658 W. Ann St., Ludington, MI 49431	231-843-2155, or Cell 231-690-3810
3.	Plowing/Snow Removal	CIS 4709 W. 6 <sup>th</sup> Street, Ludington, MI 49431	843-3704
4.	Snow Blowing	CIS 4709 W. 6 <sup>th</sup> Street, Ludington, MI 49431	843-3704
5	Yard Care	Larsen’s Landscaping – 3091 North US-31, Scottville, MI 49454	231-757-3850; 231-757-2515 (fax)

6	Cleaning	Debra Bedker – “Have Broom Will Travel”	231-843-4475 or 231-690-3091 cell
7	Carpet Cleaning	ProMaster Carpet Cleaning – Jason Muralt	231-757-9061
9.	Electrical	Johnson Electric – Darrell Johnson	231-845-0189
10	Window Glass Repair	Interstate Glass.145 Jebavy Dr., Ludington, MI 49431	231-843-8089

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
105 LINCOLN STREET, HART  
EMERGENCY NUMBERS/REPAIRS**

**PERMANENT:**

#	Equipment	Make & Model	Type	Repair Person	Phone #	Location
1.	Water Heater	A.O. Smith - PermaGlass	Gas	Custom Sheet Metal & Htg.	231-464-5436	Upstairs – west wall
2.	Plumbing			The Village Plumber	231-843-2000	Throughout
3.	Heat	3-Bryant Plus 90 1-Williamson Tempomatic	Gas	Custom Sheet Metal & Htg.	231-464-5436	Upstairs
4.	Air Conditioning	3-Bryant Plus 90 1-Williamson Tempomatic	Gas	Custom Sheet Metal & Htg.	231-464-5436	Upstairs
5.	Fire Alarm - None	Wall mount Gentex Individual/Battery Operated	Plug In	Muskegon Fire Equipment Inc.	231-773-9173	Hallways
6.	Sprinkling System			Muskegon Fire Equipment Inc.	231-773-9173	Upstairs
7.	Lawn Sprinklers	N/A				

**YEARLY:**

#	Equipment	Performed by (name & address)	Phone #
1.	Vehicle Maintenance	Hodges Sales and Service, 204 S. State St., Hart, MI 49420	231-873-3562
2.	Vehicle Cleaning	Hodges (see above)	
3.	Building Maintenance	Ken Enbody, 6658 W. Ann St., Ludington, Mi 49431 Curt McClellan – Oceana County Courthouse (oceanamaintdept@aol.com)	231-843-2155, or Cell 231-690-3810 231-873-6740 or 231-233-9210
4.	Plowing/Snow Removal	Dan (Bo) Hawkins, 40 W. 6 <sup>th</sup> St., P. O. Box 254, Shelby, MI 49455	231-861-6302
5.	Yard Care	WMCMHS	Kam Farias Ext. 2203
6.	Cleaning	Magic Touch –Jeff Gibbie	231-924-6042 or 231-414-4499
7.	Carpet Cleaning	ProMaster Carpet Cleaning – Jason Muralt	231-757-9061
9.	Electrical	Mike Blackmer For Hart City electrical outage (Hart Hydro 873-5367 pager 873-2388)	231-873-4361
10.	Window Glass Repair	Interstate Glass, 145 Jebavy Dr., Ludington, MI 49431	231-843-8089

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
1090 N. MICHIGAN AVE., BALDWIN  
EMERGENCY NUMBERS/REPAIRS**

**PERMANENT:**

#	Equipment	Make & Model	Type	Repair Person	Phone #	Location
1.	Water Heater	Powerful Compact	110 volt. 12 gallon	Jim Reintges/Phelp's Plumbing	231-745-3821 231-832-5806	Utility Room
2.	Plumbing		Rich Copper	Jim Reintges/Phelp's Plumbing	231-745-3821 231-832-5806	Utility Room
3.	Heat	Ream Furniture/ Forced Air Unit	Gas	Custom Sheet Metal & Htg. or Jim Reintges	231-464-5436 231-745-3821	Utility Room
4.	Air Conditioning	Sanyo/Split System Air Conf/Bd. Rm Outside		Custom Sheet Metal & Htg. or Jim Reintges	231-464-5436 231-745-3821	Utility Room/Bd Room Outside – Back of Bldg.
5.	Fire Alarm	Simplex	4004	Muskegon Fire Equipment Inc.	231-773-9173	Receptionist Office
6.	Sprinkling System			Muskegon Fire Equipment Inc.	231-773-9173	Janitor Closet & Utility Room
7.	Lawn Sprinklers			Lake County – Jim Reintges	231-745-3821	Front of building
8.	Building maint.			Steve or Tim	745-3821	

**YEARLY:**

#	Equipment	Performed by (name & address)	Phone #
1.	Vehicle Maintenance	Chetz Auto Repair, 4107 E. 48 <sup>th</sup> St., Chase, MI 49623	231—745-3022
2.	Building Maintenance	Ken Enbody, 6658 W. Ann St., Ludington, Mi 49431	231-843-2155, or Cell 231-690-3810
3.	Plowing/Snow Removal	Nirvana Handyman Repair Service – 1041 W. Humbolt, Baldwin, 49304	231-745-2052 or cell 231-629-7072
4.	Yard Care	WMCMHS	Jack @ Ext. 3011
5.	Cleaning	Magic Touch –Jeff Gibbie	231-924-6042 or 231-414-4499
6.	Carpet Cleaning	ProMaster Carpet Cleaning – Jason Muralt	231-757-9061
7.	Building Lease	Lake County	231-745-2725

8.	Electrical	Johnson Electric (Darrell Johnson) or (Lake Co. Bldg. Supervisor 745-3821)	231-845-0189
9.	Window Glass Repair	Interstate Glass, 145 Jebavy Dr., Ludington, MI 49431	231-843-8089

**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
DIMENSIONS UNLIMITED, 910 CONRAD INDUSTRIAL DRIVE, LUDINGTON  
EMERGENCY NUMBERS/REPAIRS**

**PERMANENT:**

#	Equipment	Make & Model	Type	Repair Person	Phone #	Location
1.	Water Heater	Model RPL-1 RUUD make	Gas	Houks	231-843-8786	Above Program Mgr. Office
2.	Plumbing		City Sewer	The Village Plumber Sewer: Ted Douglas	231-843-2000 231-843-8095	Water shut off in southwest corner.
3.	Heat	Reznor FE165	Gas	Custom Sheet Metal,	231-464-5436	Space heaters – (2) north and south ceilings of shop, office and classroom have furnaces.
4.	Air Conditioning		Electric	Custom Sheet Metal	231-464-5436	Outside S.E. corner of bldg.
5.	Fire Alarm	Individual – N/A		Muskegon Fire Equipment Inc.	231-773-9173	N/A
6.	Sprinkling System			Muskegon Fire Equipment Inc.	231-773-9173	N/A
7.	Lawn Sprinklers	N/A				N/A

**YEARLY:**

#	Equipment	Performed by (name & address)	Phone #
1.	Vehicle Maintenance	Watson Ludington, 3632 W. US Highway 10, Ludington, MI 49431	231-845-3900 (Austin or Tom)
2.	Building Maintenance	Ken Enbody, 6658 W. Ann Street, Ludington MI 49431	231-843-2155 or 231-690-3810 cell
3.	Plowing/Snow Removal	CIS 4709 W. 6 <sup>th</sup> Street, Ludington, MI 49431	843-3704
4.	Yard Care	WMCMHS- Mowing	Emmett Peterson @ 845-1778
5.	Cleaning	Deb Bedker, "Have Broom Will Travel" CES-Mike Nekola	231-843-4475
6.	Carpet Cleaning	ProMaster Carpet Cleaning – Jason Muralt	231-757-9061
8.	Electrical	Johnson Electric (Darrell Johnson)	231-845-0189
9.	Window Glass Repair	Interstate Glass, 145 Jebavy Dr., Ludington, MI 49431	231-843-8089



**WEST MICHIGAN COMMUNITY MENTAL HEALTH  
PROGRESSIONS, 101 Water St., HART  
EMERGENCY NUMBERS/REPAIRS**

**PERMANENT:**

#	Equipment	Make & Model	Type	Repair Person	Phone #	Location
1.	Water Heater			Custom Sheet Metal	231-464-5436	In back of building in storage area
2.	Plumbing	Various		The Village Plumber	231-843-2000	Throughout
3.	Heat		Gas	Custom Sheet Metal	231-464-5436	In back of building in storage area
4.	Air Conditioning			Custom Sheet Metal	231-464-5436	In back of building in storage area
5.	Fire Alarm	N/A	Edwards	Muskegon Fire Equipment Inc	231-773-9173	N/A
6.	Sprinkling System	N/A		Muskegon Fire Equipment Inc.	231-773-9173	N/A
7.	Lawn Sprinklers	N/A				N/A

**YEARLY:**

#	Equipment	Performed by (name & address)	Phone #
1.	Vehicle Maintenance	Hodges Service Center	231-873-3562
2.	Building Maintenance	Ken Enbody, 6658 W. Ann Street, Ludington MI 49431	231-843-2155 or 231-690-3810 cell
3.	Plowing/Snow Removal	Dan (Bo) Hawkins, 40 W. 6 <sup>th</sup> St., P. O. Box 254, Shelby, MI 49455	231-861-6302
4.	Yard Care	WMCMHS- PWC crews – supervised by Kam Farias	231-873-6496 or Ext. 2203
5.	Cleaning	CES	231-873-6496 or Ext. 2201
6.	Carpet Cleaning	ProMaster Carpet Cleaning – Jason Muralt	231-757-9061
8.	Electrical	Mike Blackmer For Hart City electrical outage (Hart Hydro 873-5367 pager 873-2388)	231-873-4361
9.	Window Glass Repair	Interstate Glass, 145 Jebavy Dr., Ludington, MI 49431	231-843-8089