
	<b>Prevention Maintenance</b>			
	<b>Chapter:</b>	Board Services and Program Administration	<b>Policy #</b>	2-12-5
	<b>Section:</b>	Safety and Therapeutic Environment	<b>Revision #</b>	4

- 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 buildings, 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 Building Inspection Plan.
  1. A Building Inspection Plan Checklist shall be completed for all CMH sites operated facilities on a bi-annual basis.
  2. Completed Building Inspection Plan Checklists shall be maintained by the Facilities Specialist.
  3. Any problem areas noted on the Building Inspection Plan 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@wmcchs.org](mailto:facilities@wmcchs.org), which will go to the Facilities Specialist, for coordination of repair.
    - 4.2 If there is an emergency need for maintenance, the staff person is empowered to arrange for repairs from the Approved Vendor List (See work instructions). The staff shall send an email to "Facilities" indicating the repair has been completed and forward it on to the Facilities Specialist or Team Supervisor. The Facilities Specialist will complete purchase request in Intaact.
    - 4.3 The Facilities Specialist or Team Supervisor shall contact the staff person making the routine request for maintenance, for clarification, when necessary (procedure #1).
    - 4.4 The Facilities Specialist or Team Supervisor shall make the necessary arrangements for repair within 24 hours of the receipt of the request, indicating what arrangements have been made. The maintenance provider shall be from the approved provider list when possible.

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- 4.5 The Facilities Specialist shall retain an electronic copy and record the completion date of the repair on a work order spreadsheet.
- 4.7 The Facilities Specialist will conduct routine bi-annual vehicle inspections.
- 4.8 Completed vehicle inspection checklists shall be maintained by the Facilities Specialist.

VII. **SUPPORTING DOCUMENTS:**

Please refer to:

- Surveillance Building Inspection Plan Checklist (WMCMH Form #EC008)

VIII. **POLICY/PROCEDURE REVIEW:**

REV#	APPROVED BY	Policy/Procedure	DATE
			10/2005
			02/2015
			01/2017
			04/2019
			05/2020
			05/2021
2	Corp. Comp. Comm.	Procedure	09/2021
3	Safety Committee	Procedure	10/2022
4	Safety Committee	Procedure	9/2023
<b>Board Approval Date: 05/23/1996</b>			

IX. **CHIEF EXECUTIVE OFFICER ENDORSEMENT:**

I have reviewed and approved of policy # 2-12-50 Revision # 4.

CEO: Lisa A. Williams Approval Signature: \_\_\_\_\_