




Policy and Procedures

<u>DEPARTMENT NAME:</u> Information Technology		
<u>SUBJECT:</u> Building Repairs and Maintenance		<u>POLICY NUMBER:</u> AD-004
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 2-1-2021	<u>REPLACES :</u> AD-004 dated 8/15/2014

- I. **PURPOSE:** This policy has been developed to provide uniform procedures for requesting repairs to the lead agency facilities.

- II. **REVIEW HISTORY:** This policy replaces AD-004, previously approved 2/28/2006 and updated 8/15/2014.

- III. **CONTACT:** Questions about this policy should be directed to the Information Technology Director.

- IV. **PERSONS AFFECTED:** All employees of Children’s Network of Southwest Florida at all CNSWFL’s locations.

- V. **POLICY:** All requests for repairs or maintenance to the building and grounds will be submitted to the Information Technology (I.T.) Director. In case of emergency the Executive Assistant to the CEO may be notified. Requests for repairs or MACs (Moves, Additions, Changes) to the telephone system will be directed to the Information Technology Director. All requests must be submitted through the Help Desk. Employees are responsible for the daily upkeep of the break room and common areas.

- VI. **RATIONALE:** The I.T. Director serves as the facilities management liaison with the Camelot Community Care, Inc. State Office, landlords, and city and county representatives. The IT Director is responsible for maintaining the property according to local codes and ensuring the facilities are appropriate license for occupancy, and fire and burglar alarm permitting.

- VII. **PROCEDURES:**
 - A. **Repairs:**
 1. Contact the IT Director through the HelpDesk concerning building repair, safety, telephone systems, and maintenance issues.

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2. Note the type and location of any needed repair or maintenance item, and indicate if there appears to be a safety issue involved.

B. Break Room and Common Areas:

1. Employees will wash dishes, cups and utensils they use upon completion of use. No items are to be left on the counter or in the sink unwashed.
2. Employees will wipe or mop spills and stains promptly, and will reseal items such as sugar and creamer containers after use.
3. The refrigerator will be cleaned on a regular basis.
 - a. Items placed in the refrigerator should be labeled with the employee's name and the date placed in the refrigerator if the item does not carry an expiration date.
 - b. Several days' notice will be given by e-mail concerning the cleaning of the refrigerator. Items found without names and dates, or found to be past their expiration date, will be discarded.
4. Common areas including the bathrooms and conference rooms will be kept in clean condition. Items brought into the conference rooms for meetings will be removed immediately upon completion of use of the room by the meeting organizer.
5. All white boards are to be cleaned at completion of use.
6. All hallways will be clear of clutter to abide by requirements of the local Fire Department.

C. Trash removal:

1. The Network has a contract with a cleaning agency to have trash removed on a regular basis, and includes office cleaning.
2. For insect control, any food stored at a desk will be kept in a sealed, airtight package.