

## CENTRAL CARE COMMUNITY HOMES

### PREVENTATIVE MAINTENANCE OF COMMUNITY HOMES

#### I. PURPOSE

Define the procedures and mechanism for conducting preventative maintenance for all Central Care Community Homes.

#### II. POLICY

Routine preventative maintenance will be conducted for all residential homes to ensure the safety of all people served and the safety of their environment.

#### III. PROCEDURE

A. Monthly environmental inspections will be conducted for each residential home by the house manager or designee. The results of the inspection will be sent to the Administrative Office Program Associate along with maintenance requests for any repairs needed.

IV. REFERENCE: Community Mental Health, Developmental Disabilities, and Addictive Diseases Provider Manual Part II/ Section II Community Service Standards.

<u>Responsible Person</u>	<u>Responsibility</u>
<p><b>House Manager/ Designee</b></p>	<ul style="list-style-type: none"> <li>-Conduct monthly environmental inspection of their assigned home by the 5<sup>th</sup> of the month.</li> <li>-Complete the Central Care safety and Environmental check list form. (See attachment # 1)</li> <li>-File a copy of the form at the home site, and forward a copy to the Administrative Office Program Associate along with requests for repairs/maintenance if needed. (See attachment #2)</li> <li>-Submit additional requests for repairs/maintenance to Administrative Office Program Associate <u>at any time during the month</u> that a need for repair is identified.</li> </ul>
<p><b>House Parents</b></p>	<ul style="list-style-type: none"> <li>- Identify and immediately report any maintenance needs to the House Manager/Designee during each assigned shift.</li> </ul>
<p><b>Program Associate/ Designee</b></p>	<ul style="list-style-type: none"> <li>-Maintain a master file of all homes' environmental inspections.</li> <li>-Contact Central Care maintenance staff and schedule repairs requested.</li> <li>- Maintain database to prioritize and track repairs to ensure all are completed in an acceptable time frame.</li> <li>-Order preventative maintenance supplies as needed.</li> </ul>

**Team Leader/ Designee** At least monthly or as needed visually inspect each assigned home, review environmental check list and requested repairs for completion to ensure safety and compliance.

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George Harris, LCSW  
Director Central Care

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Date