



Policy: Maintenance

ChildNet Number: CN 002.020

Original Approved Date: May 20, 2010

Policy Revised Date(s): September 16, 2010, October 28, 2010

Policy Sunset Date:

COA Standard(s): ASE 3.01, 3.02, 4.00, 6.05

Statement of Policy:

The Facilities Department assists in providing a safe environment for all staff and visitors by complying with all local building and zoning codes, occupational, health and fire safety requirements as well as risk management and all other applicable safety codes and regulations.

The Facilities Department provides quality and professional support for all functions of ChildNet including building maintenance and repair, renovations to facilities, and grounds keeping. The services provided may be prioritized based on health, safety and budget and instructional needs.

Board Chair Signature:

Date:

11-30-10



Procedure: Maintenance

ChildNet Number: CN 002.020

Original Approved Date: May 20, 2010

Procedure Revised Date(s): September 16, 2010, October 28, 2010, March 12, 2014, May 9, 2018; May 13, 2026

Procedure Sunset Date:

COA Standard(s): ASE 3.01, 3.02, 4.00, 6.05

Definitions:

None

Statement of Procedure:

Maintenance Checks

- a. On a daily basis, the Facilities team manages all facilities and maintenance requests based upon the needs of the ChildNet staff.
- b. The Administrative Services Director and/or designee conducts a monthly and quarterly maintenance check of the facility to address the areas listed on a prepared checklist. This maintenance check includes the facilities air conditioning, fire extinguishers, fire safety, lighting, and other systems.
- c. It is the responsibility of the Facilities Manager and/or designee to ensure the maintenance check is completed each month. The monthly checklist is completed to ensure ChildNet is adhering to all applicable regulatory standards.
- d. Any action needed based upon the maintenance check must be indicated on the checklist and followed up on a timely basis.
- e. Once the maintenance check list is complete, they will be submitted to the Administrative Services Director, and a scanned copy will be kept in an appropriate location on the shared drive.

Help Desk

- a. Staff is encouraged to submit all facilities-related requests through ChildNet's Help Center which is available on the ChildNet intranet.
- b. A work order ticket is generated for each request submitted.



- c. The Facilities Manager and/or designee is responsible for forwarding each open work order ticket to the appropriate responder within the Facilities Department.
- d. Once the work order ticket is resolved, the ticket is closed by the appropriate facilities personnel.
- e. If for any reason the Help Desk is not available, a request must be made to the MIS Support Coordinator to resolve the issue. Once the Helpdesk is functional, a ticket must be submitted. In the absence of a functional Helpdesk, the employee may send a request to the Facility Manager's email address.

Compliance with Codes and Regulations

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

- a. A fire inspection is completed by the Fire Marshall every year in all of ChildNet's facilities. Upon successful completion of this inspection, ChildNet receives a fire inspection report.
- b. The Safety Committee performs a self-audit to ensure compliance with health, sanitation, fire, and safety codes and regulations (see CN 002.008 Loss Prevention).

President's Signature: _____

Date: _____

05-18-26