


LAPEER COUNTY COMMUNITY MENTAL HEALTH**Date Issued 07/30/2008****Date Revised 01/25/12; 03/24/15; 04/29/19; 03/09/23**

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 30
SECTION Building		DESCRIPTION Building and Grounds Maintenance	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Regina MacDonald, MS Contract Manager		AUTHORIZED BY  Lauren Emmons, ACSW CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) main location and Harmony Hall building and grounds maintenance is performed and coordinated by the Lapeer County Building and Grounds Department.

STANDARDS:

- A. All requests for repair or changes to the buildings go through the Lapeer County Building and Grounds Department.

PROCEDURES:**Routine Maintenance Repairs:**

- A. LCCMH employee notifies their supervisor of a maintenance concern or problem.
- B. The supervisor completes a county "Repair Request" e-form and e-mails it to the LCCMH Maintenance email group.
- C. The supervisor may submit the repair request or review the repair request with the Chief Executive Officer (CEO) before submitting the request (authorizing the repair).
- D. Any problems or concerns should be directed to the County Building and Grounds Department Supervisor or Department Head by the CEO or designee.

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 30
SECTION Building		DESCRIPTION Building and Grounds Maintenance	

Emergency Repairs:

- A. An employee immediately contacts any supervisor or the Contract Manager if an emergency maintenance concern or problem is identified.
- B. The supervisor or Contract Manager notifies the CEO or designee, or contacts the County Building and Grounds Department at one of the following phone numbers (in order):
 - (810) 245-4794 (County Building and Grounds Department Assistant)
 - (810) 245-4793 (County Building and Grounds Department Head Office)
 - (810) 667-0235 (County Garage)
 - In case of an emergency, if there is no answer at the above numbers, a call should be placed to the County Administration Office at (810) 667-0366 and ask they contact the building and grounds staff.
- C. A repair request form is completed and submitted so the problem / repair can be tracked.

Safety Concerns:

- A. An employee contacts their immediate supervisor, a member of the Health and Safety Committee, or the Health and Safety Officer if a potential environmental safety concern is identified.
- B. The Health and Safety Committee will review potential safety concerns during regularly scheduled meetings.
- C. Hazards and resulting corrective actions are reported at regular Health and Safety meetings, recorded in the meeting minutes, submitted to the Quality Council, and included in the Health and Safety Annual Report.

RM:lr

 This policy supersedes
 #07/08011 dated 07/30/2008.
