


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Equipment and Facilities	
Effective Date:	06/11	
Revised Date:	7/30/2015	
Forms:		
Responsible: Management Member, Program Directors, Executive Director		

Facilities Maintenance and Repair Policy

Purpose/Introduction

The Facilities Maintenance Policy primary mission is to perform the essential maintenance, repair, and minor alteration services necessary to make and keep the INCA sites operational and in compliance with legal requirements set forth in law or code.

Policy

This policy serves as a resource for repairs, scheduling routine maintenance, and ensuring our operations are uninterrupted. All employees will take an active role in notifying management or designated personnel of any issues or repairs that are needed within any of the buildings, awnings, sidewalks, fences, or grounds.

General Building Maintenance

- **All issues should be reported to your direct supervisor.**
- Properties should be free from damage, unsafe activities, vandalism, or prolonged disturbances.
- Plumbing, electrical, heating, and other maintenance problems should be in proper working order.
- Keys are only to be given to staff members and must be collected when they are terminated.
- Exterior painting is modified when necessary by actual need to a program or facility.
- Interior painting activities are generally limited by the availability of funding.
- Designated staff will prepare to plan and carry out all renovation, alteration, and improvement of INCA's buildings as needed to accommodate new or changing programs.
- Improvements or renovations must be completed in conformance to fire, safety, and building codes; workmanship must be suitable to the to the work location and meet federal, state, and local standards.

Contracted Work

Maintenance, repair, and renovation work may be scheduled for outside contractors depending on the scope and nature of the work and availability of funding. Maintenance, service,

construction and renovation contracts must be signed and approved by the Executive Director.

Emergency Building Maintenance

- Call the fire department immediately if there are any of the following problems:
 - Fire - including smelling smoke or burning wires
 - Down power lines
- Follow Purchase Requisition Guidelines on all emergency repairs.
- Contact your designated representative or supervisor if there are any of the following problems:
 - Flooding
 - Roof Leaks
 - Plumbing Issues
- Contact the police department immediately if there are any of the following problems:
 - Obvious break-ins (windows or doors broken)
 - Vandalism

Landscaping

INCA will make every effort to utilize persons working for or with the agency to perform routine landscaping such as mowing, keeping trash pick up, and the grounds looking presentable. Efforts will be made to contract or hire from certified resources the removal of trees or large branches.

Custodial Services

INCA does not employ any persons for custodial services. All cleaning should be scheduled and maintained by designated staff persons. Each department, program, and office is responsible for scheduling cleaning on a daily/weekly basis. The department employees will work together to insure the offices are kept neat and clean throughout the areas.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.