

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 05
SECTION Building		DESCRIPTION Facilities Management Plan	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" 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) ensures all agency facilities are maintained in good working order to meet persons served and administrative needs.

STANDARDS:

- A. LCCMH operates at five buildings.
 1. LCCMH Main is located at 1570 Suncrest Drive (County owned).
 2. Harmony Hall Clubhouse is located at 219 South Saginaw Street (County owned).
 3. Maple Grove Campus (Autism and Stepping Stone) is located at 2020 Imlay City Road (Lapeer Community Schools owned).
 4. Assertive Community Treatment (ACT) is located at 264 Cedar Street (County owned).

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 05
SECTION Building		DESCRIPTION Facilities Management Plan	

5. Lapeer County Health Department (Children’s Services) is located at 1800 Imlay City Road (County owned).
 - B. All requests for repairs or changes to the County owned buildings go through the Lapeer County Building and Grounds Department. All requests for repairs or changes to the Lapeer Community Schools owned building go through the school maintenance department.
 - C. LCCMH operates only outpatient programs. No persons served or staff are housed in any LCCMH building overnight.
 - D. LCCMH complies with local and state inspection requirements.
 - E. Health and Safety Committee is responsible for agency inspection reports.

PROCEDURES:

Emergency Lighting

- A. Backup lighting systems illuminate hallways and exits during power outages.
- B. In County owned buildings, the battery backup system is tested by the LCCMH Health & Safety designee and Building and Grounds staff.
- C. At Maple Grove Campus, the backup system is maintained by Lapeer Community Schools maintenance department.

Heating, Ventilation, and Air Conditioning (HVAC) and Water Systems

- A. In County owned buildings, the HVAC system and hot water heater are maintained by the Lapeer County Building and Grounds staff and a licensed contractor for repairs. These facilities use City of Lapeer water services and are maintained by Lapeer County Building and Grounds staff.
- B. At Maple Grove Campus, the HVAC and hot water heater is maintained by Lapeer Community Schools maintenance department. This facility uses a private well and septic system, maintained by Lapeer Community Schools maintenance department.

Telephone System

- A. The telephone system for all locations is hosted on a Lapeer County server, connecting to LCCMH through switches, which are on battery backup. This

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 05
SECTION Building		DESCRIPTION Facilities Management Plan	

backup allows time for the whole County system to be switched to generator power backup.

- B. The telephone system is maintained by Lapeer County Building and Grounds staff.

Fire Alarm and Sprinkler System

- A. Fire alarm and sprinkler system maintenance is outlined in LCCMH Policy 08.003.35 Fire Safety Plan.

Building and Grounds Maintenance

A. Routine Maintenance and Repairs

1. Employees report maintenance issues to their supervisor.
2. Supervisor submits a request via email to the LCCMH Maintenance email group.
3. Requests may require CEO approval before submission.
4. Lapeer County Building and Grounds staff handles maintenance and repairs.

B. Emergency Repairs

1. Employees report emergency maintenance concerns or problems to any supervisor or the Contract Manager.
2. The supervisor or Contract Manager notify the CEO, their designee, or directly contacts Lapeer County Building and Grounds at one of the following phone numbers (in order):
 - (810) 245-4794 (Lapeer County Building and Grounds Department Assistant)
 - (810) 245-4793 (Lapeer County Building and Grounds Department Head Office)
 - (810) 667-0235 (Lapeer County Garage)
 - If no response, call County Administration Office at (810) 667-0366 and ask them to contact the Lapeer County Building and Grounds staff

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 05
SECTION Building		DESCRIPTION Facilities Management Plan	

3. The issue is documented in the LCCMH Maintenance email group for tracking.

Safety Concerns

- A. Staff report potential hazards to their supervisor, a Health and Safety Committee member, or the Health and Safety Officer.
- B. The Health and Safety Committee reviews concerns in meetings and reports corrective actions to the Quality Council.

Program Closure

- A. The CEO determines whether programs close due to equipment failure or safety concerns.
- B. If closure is necessary, program supervisors arrange transportation and notifies affected individuals.

REFERENCE:

LCCMH Policy 08.003.35 Fire Safety Plan

LR & TS

This policy supersedes
#01/06003 dated 01/17/2006.
