

Family Partnerships of Central Florida

PROCEDURE

Series:	Property Management	COA: ASE 4
		CFOP: NA
Procedure Name:	Maintenance Checks	
Procedure Number:	PM-716	
Reviewed Date:	2/20/13, 04/28/16, 10/21/2020, 4/16/24	
Revision #/Date:	1/18/17	
Effective Date:	10/01/08	
Applicable to:	Center/Facility Managers or Designee	

SUBJECT: **Maintenance Checks**

PURPOSE: To ensure that all facilities provide a safe environment for all staff and visitors and stay in compliance with the agencies, state, and federal requirements.

PROCEDURE:

- Care Center Program Directors/facility managers or their designee will conduct monthly and quarterly maintenance checks of their facilities to address the areas listed on the checklist (attached).
- Monthly Checks: The Care Center Program Directors/ facility managers or their designees will inspect their facility by the 7th of each month to make sure everything is in order.
- Quarterly Checks: Once each quarter by the 7th of the following month the items from the quarterly section of the checklist will be inspected in addition to the monthly items checked.
- It is the Care Center Program Director/facility manager or designee's responsibility to ensure that any action needed has been completed.
- The signed and approved Facility Checklist is scanned and saved to the appropriate location on the shared drive by the 7th of each month.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024