

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>814</b>
		<b>Original Date</b>	<b>01/24/1985</b>
	<b>Department: Maintenance</b>	<b>Revised Date</b>	<b>09/22/2016</b>
<b>Environmental/Safety Inspection Team</b>			

**POLICY:**

An Environmental/Safety Inspection Team will provide sanitation/environmental/and safety inspections of the facility.

**PROCEDURE:**

1. The Environmental/Safety Inspection Team will consist of four members, the Maintenance Supervisor, Housekeeping Supervisor, Director of Support Services and Superintendent.
2. The committee will conduct quarterly inspections of the facility and insure that the entire campus is inspected annually.
3. The committee will develop a format to utilize during the inspection. (See attachment #1: Items to Look for During Environmental Inspection).
4. The committee chairperson is the Maintenance Supervisor. The chairperson will be responsible to submit any necessary work orders to the Maintenance Department for repairs.
5. The Maintenance Supervisor will keep an inspection file.
6. The campus is defined as the building and surrounding grounds. In order to facilitate inspection, the campus is divided into four distinct areas which will be inspected once per year. Those areas are:
  - A. Area Number One – Wings D, E, & F (to include attic and penthouse).
  - B. Area Number Two - Wings A, B, & G (to include attic and penthouse).

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- C. Area Number Three - The surrounding yard area, roads, building, and exterior of the main building.
- D. Area Number Four - The center section (to include attic and penthouse) and basement.

During the inspection, the committee will inspect the following items:

1. Compliance with fire and safety regulations.
2. Compliance with OSHA regulations.
3. Cleanliness of all surfaces.
4. General condition and functioning of all fixtures, appliances, equipment, furnishings, foundation, walks, driveways, interior/exterior surface areas, fences and lawn areas.

Maintenance Supervisor will prepare a written report and attached form upon completion of the inspection. The report and form will be routed to:

1. Superintendent
2. Housekeeping
3. Director of Support Services
4. Quality Assurance Committee - Director of Nursing