

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0726 (SF) Subject: Required Facility Inspections  
Effective Date: 04-30-08 Last Revision: 12-29-17  
Person Responsible: Health & Safety Coordinator

Approvals/Date: Brent Bauer 1-4-18 \_\_\_\_\_  
Superintendent, WCBDD Date Department Director Date

- The following definitions shall apply:
- Health and Safety Vendor** – Public and non-affiliated vendor that is hired to complete an inspection or general upkeep of a system in our facilities. (Vendor to inspect and do maintenance work on sprinkler systems or vendor to spray for pest control, for example.)
1. Each facility owned, operated, or leased by the Wood County Board of DD shall be maintained in a healthy and safe manner at all times.
  2. Each facility shall be inspected both internally and externally, based on requirements of licensing bodies, as well as local, state, and federal code, law and rule. Furthermore, internally established safety guidelines and expectations may establish an inspection schedule above and beyond what is legally required by local, state, and federal code, law and rule. (See Monthly Facility Checklist as an example.)
  3. The Health & Safety Coordinator shall ensure proper inspections that meet or exceed local, state, and federal code, law and rule occur in all facilities. The Inspection Plan of Action and Schedule for required inspections shall be kept updated by the Health & Safety Coordinator as inspections occur in all WCBDD facilities.
  4. The Health & Safety Coordinator shall personally attend each inspection and/or Health and Safety Vendor visit if at all possible. The Maintenance Supervisor shall act as back up to the Health & Safety Coordinator when he is unavailable to attend personally the inspection or Health and Safety Vendor visit.
  5. The Health & Safety Coordinator shall keep the Inspection Plan of Action and Schedule for required inspections, found under the Health & Safety Department page on the Intranet, updated immediately following each inspection or service provided by a Health and Safety Vendor. Following all inspections, the Health & Safety Coordinator will update the Inspection Plan of Action and Schedule (which will be available to supervisors via Wood Lane Intranet) and forward the original inspection report to the respective facility for filing. The Maintenance Supervisor shall insure prompt communication of the results of any back up coverage and/or inspections so the Inspection Plan of Action and Schedule can be updated without delay.

Forms: 03-ALL-ALL-0707  
03-ALL-ALL-0708

Reference: Inspection Plan of Action and Schedule (available via Wood Lane Intranet under the Health & Safety Department)

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