

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: FACILITY MAINTENANCE REQUIREMENTS

PURPOSE: To protect clients and employees from potential harm or disaster.

Procedures:

- All fire extinguishers are to be checked and recharged on an annual basis, smoke detectors shall be tested the quarterly and batteries changed.
- Equipment inspection logs will be kept with administration and shall have notations as to date and resolutions of any findings. This log will also be required to maintain dates and signatures of person performing inspection or corrections.
- Electrical equipment will be inspected and regularly to ensure there are no deficiencies which would result in potential harm to staff or clientele. Any manufacture recommendations are instructions shall be followed for normal services and repairs.
- This building maintenance, including building, grounds, parking lot, and equipment will be in good report and free from hazards as part of the lease contract between Green Apple and Jaker's 1500, LLC.
- All electrical, mechanical, plumbing, fire protection, heating, and sewage disposal systems must be kept in operational condition.
- Floors must be kept clean and in good repair at all times.
- Walls and ceilings must be kept in good repair and be of a finish that can be easily cleaned.
- Every facility must be kept clean and free of odors. Deodorants may not be used for odor control in lieu of proper ventilation, Lysol being the exception.
- The temperature of hot water supplied to handwashing and bathing facilities must not exceed 120°F.