

## **Chapter 5 Overview**

The purpose of this chapter is to address specific facilities management procedures for offices leased or owned by the Children's Division (CD).

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## 5.1 Building Inspections

Inspections shall be conducted monthly (at least every thirty days) at every building owned or leased by the Children's Division (CD). Monthly inspections shall include a review of the physical plant's fire extinguishers, fire safety, lighting, and other systems that identify hazardous conditions:

- CD staff members will conduct the monthly inspections. Each Circuit Manager shall designate a CD staff member to conduct inspections in all office buildings in his/her circuit. Designated individuals are responsible for conducting monthly inspections of the CD work environment (if the CD staff are in a separate location from other divisions within the same building) or of the entire building (if the CD staff are embedded within other units).
- Designated CD staff members shall conduct inspections using the Office of Administration's Office Safety Checklist <http://dssweb/dpl/adman/forms.htm> (Employee Access Only). Designated CD staff members shall sign and date Office Safety Checklist upon completion of each inspection. Additionally, designated CD staff members shall place each original, completed form in a three-ring binder labeled, **Safety Inspections**, and they shall give a copy of each form to their Circuit Managers.
- Designated CD staff members shall report the discovery of safety hazards to their Building Managers who will ensure that corrective action is taken.

NOTE: Building Managers are generally Family Support Division (FSD) County Managers in the north and south regions.

- Monthly inspections will not replace annual safety inspections for which the Division of General Services is responsible per Department of Social Services (DSS) Administrative Policy 3-300 <http://dssweb/dpl/adman/POLICIES/3-300.pdf> (Employee Access Only). The Office Services Coordination (OSC) Unit that serves the entire department will continue to conduct its annual inspections of all CD buildings.

**Chapter Memoranda History:** (prior to 01-31-07)

[PN05-01](#), [CD06-01](#)

**Memoranda History:**