

CHAPTER Facilities	CHAPTER 08	SECTION 001	SUBJECT 05
SECTION Building		DESCRIPTION Utilities Management Plan	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) assures all agency utilities are maintained in good working order to meet the needs of persons served and administrative needs.

STANDARDS:

- A. LCCMH operates at four buildings.
 - 1. LCCMH Main is located at 1570 Suncrest Drive (County owned).
 - 2. Harmony Hall Clubhouse is located at 219 South Saginaw Street (County owned).
 - 3. Maple Grove Campus is located at 2020 Imlay City Road (Lapeer Community Schools owned).
 - 4. ACT is located at 264 Cedar Street (County owned).
- B. LCCMH operates only outpatient programs. No persons served or staff are housed in any LCCMH building overnight.

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C. LCCMH complies with local and state inspection requirements.

D. The Health and Safety Committee is responsible for the agency inspection reports.

PROCEDURES:

A. Emergency Lighting

1. All locations are equipped with emergency backup lighting systems which illuminates the hallways and exit signs in the event of an electrical power outage.
2. In the County owned buildings, the battery backup system is tested by the CMH Health & Safety designee and Grounds maintenance staff regularly.
3. At the Maple Grove Campus, the Lapeer Community Schools maintenance department is responsible for routine testing, maintenance, and repair.

B. Furnace, Air Conditioning, and Hot Water Heater

1. In County owned buildings, the furnace, air conditioning, and hot water heater are monitored by Lapeer County Building and Grounds staff.
2. The County has a contract with a licensed mechanical contractor for preventative maintenance and repair of the heating and cooling systems.
3. At the Maple Grove Campus, the Lapeer Community Schools maintenance department is responsible for the inspections, repairs, and preventative maintenance of the heating, air conditioning, and hot water systems.

C. Water and Sewer Lines

1. County owned buildings are served by City of Lapeer water and sewer lines. All necessary maintenance on these connections is handled by the County Building and Grounds staff.
2. In the event of failure of any of these utilities, the failure is reported to the County Property and Grounds Department.

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3. The Maple Grove Campus has a private well and septic system located on the property which is maintained by Lapeer Community Schools.

D. Telephone System

1. The telephone system for all locations is hosted on a Lapeer County server, connecting to LCCMH through switches, which are on battery backup. This backup allows time for the whole County system to be switched to generator power backup.
2. All telephone maintenance and repair issues are coordinated by the Lapeer County Building and Grounds Department.

E. Fire Alarm and Sprinkler System

1. Fire alarm and sprinkler system maintenance is outlined in LCCMH Policy 08.003.35 Fire Safety Plan.

F. Closing Programs

1. In the event of equipment failure at any facility, the Chief Executive Officer decides whether persons served are sent home.
2. If a decision is made to send persons served home, the program supervisor arranges for the necessary transportation and closure of the program.

REFERENCE:

LCCMH Policy 08.003.35 Fire Safety Plan

RM:lr

This policy supersedes
#01/06003 dated 01/17/2006.
