

**CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES**

Policy Name:	Facility Safety and Maintenance
Domain:	Administrative and Service Environment 7.4
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Date of Adoption:	3/09/2021, 6/24
Dates of Revision:	
References:	Facility Observation Checklist

POLICY: Catholic Charities facilities and grounds are safely maintained and are routinely monitored.

PROCEDURES:

All facilities in which CC operates are properly maintained through:

1. Monthly inspections to ensure the organization's facilities are safe and heating, lighting, and other systems are functioning properly.
2. Preventive maintenance by a qualified professional
3. Quick responses to emergency maintenance issues and potentially hazardous conditions.
4. Documentation of corrective action where indicated.
5. Documentation of license, driving records, and insurance validation
6. Contracts, including safety expectations, with any outside transportation providers, if applicable
7. Contracts/agreements with any host sites

David J. Bethuram

David J. Bethuram
Executive Director

10/15/2024

Date