

Big Bend Community Based Care Policy & Procedure

Series: 1400 Building and Facilities Management

Policy Name: Tools Maintenance Procedure

Policy Number: 1411

Origination Date: 9/26/2017

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), that building and maintenance requests at BBCBC service centers are forwarded to the Property Manager Coordinator.

Procedure

- A.** BBCBC staff sends service requests for tools and equipment to the property manager coordinator via email.
- B.** The manager will then respond within twenty-four (24) hours after the request has been received.
- C.** The property manager coordinator depending on the building request will contract out tools, safety equipment, contracted labor, or anything building related to the requester if approved.
- D.** All requests have to be approved by the CFO before services or goods are released.