

# CORNERSTONE BEHAVIORAL HEALTHCARE

## PHY.2 MAINTENANCE

All physical facilities of the agency shall be maintained in good repair. Contractors retained by the agency's landlords (or agency) for specific types of service will carry out facilities maintenance. Such maintenance contracts will be executed and reviewed as necessary to ensure the safe, efficient and cost effective operation of all facilities as well as quality of workplace.

Maintenance and emergency service contracts must be in writing or be part of lease agreements and, *as applicable*, shall include:


Leased space:

- Routine minor repairs and maintenance
- Contract cleaning of leased premises
- Office systems repairs and maintenance

Owned buildings:

All of the above under leased space plus:

- Maintenance and repairs of the building structure
- Maintenance and repairs of the HVAC, electrical, and plumbing systems
- Snow plowing and removal
- Grounds Keeping

 3-26-2015  
Executive Director/Date

Reviewed and revised: 12/13/10; 01/09/15 DAA; 02/25/15 LT