

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

Maintenance/Repair Policy

Policy Origination: August 14, 1997

Revision Effective: July 1, 2007

Purpose:

This policy applies to properties owned by the Developmental Disabilities Resource Board.

Responsibilities of the DDRB:

All maintenance and repairs which individually cost over \$500 are the sole responsibility of the DDRB, and include, BUT ARE NOT LIMITED TO: physical building upkeep, structural upkeep, roofing, siding, windows, driveway sealing, painting (inside and outside), and carpeting. Also included is the replacement of existing large appliances (\$500+), when needed: furnace, hot water heater, air conditioner, refrigerator, stove, washer and dryer, dishwasher.

The DDRB will establish a schedule for major repairs and maintenance. Periodically, the DDRB will contract with an outside service to inspect the properties and to work with lead agency representatives to establish a plan for the next 12 months. In addition, the lead agency is expected to notify the DDRB immediately, in writing, when additional, unscheduled maintenance is needed. (See discussion of Emergencies).

Responsibilities of the lead agency/residents:

All maintenance and repairs which individually cost less than \$500 are the sole responsibility of the lead agency, and include, BUT ARE NOT LIMITED TO: minor repairs, touch-up painting, carpet cleaning, lawn service/gutter clearing, cleaning, bug spraying, outside lighting, preventive maintenance (furnace cleaning, appliance checks, electrical inspection, fire alarms, sprinklers, annual appliance maintenance). Also included is the replacement or addition of small appliances, when needed: clocks, coffee pots, irons, sewing machine, vacuum cleaner, microwave, TV, VCR, lamps, ceiling fans, bedroom furniture, etc.

Note: Capital equipment (over \$500) can be requested under DDRB Capital/One-Time Funding. Vehicles may be requested as capital equipment.

Emergencies:

If, in the opinion of the director of the lead agency, a situation arises that endangers the health and/or safety of individuals/staff of the facilities, the lead agency has the authority to immediately address the situation to eliminate the danger. If this results in expenditure of funds normally covered by the DDRB, the lead agency can submit the bills and/or receipts to the DDRB for payment.

Invoicing/Reporting Timelines and Fiscal Year End Deadlines:

Outlined in the Current fiscal year Contract and Funding Policies.