



# Operations Manual

<b>Governed By:</b> Facilities	<b>Effective Date:</b> January 2013
<b>Procedure:</b> Building Inspections # 1	<b>Updated Last:</b> April 2013
<b>Purpose:</b> To ensure the safety and health of employees and customers.	
<b>Refer to Policy #:</b>	

## Summary:

Building inspections will occur once a month to ensure all facilities are meeting CEO expectations in providing a safe, clean, healthy environment.

- The Facilities Manager will conduct building inspections monthly. They will assess cleanliness and safety.
- Center Managers are expected to conduct and document daily walk through's to ensure fire exits and fire extinguishers are kept clear and accessible at all times.
- All staff should be doing their own inspections every day and reporting any findings to their Center Manager

<b>Program or Site:</b> (program name)	<b>Effective Date:</b> (mm/dd/yyyy)
<b>Procedure:</b> (procedure name)	<b>Updated Last:</b> (mm/dd/yyyy)
<b>Purpose:</b> (what is the purpose of this procedure?)	

## Summary: