
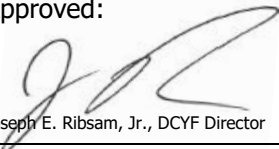


2415 INSPECTIONS	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Physical Plants and the Environment</b>
 <p>New Hampshire Division for Children, Youth and Families Policy Manual  Policy Directive: <b>20-11</b>  Effective Date: <b>March 2020</b>  Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): <a href="#">RSA 485:17-a</a> , <a href="#">RSA 621</a> , <b>and RSA 621-A</b> Related Admin Rule(s): <a href="#">Ed 1114.16</a> Related Federal Regulation(s):	Related Form(s): Bridges' Screen(s) and Attachment(s):

The purpose of this policy is to establish a routine series of inspections to ensure that the John H. Sununu Youth Services Center (SYSC) campus is clean, organized, and safe for youth, staff, and visitors.

Policy
<p>I. The SYSC facility, including the SYSC Education Department, shall conform to all applicable fire, building, health, and safety codes. The facility and staff shall submit to any inspections deemed appropriate by governing agencies to ensure/demonstrate compliance.</p> <p style="padding-left: 40px;">A. Routine fire, safety, and health inspections, including testing of drinking water, conducted by either the SYSC Maintenance Department, a state/municipal official, or a contracted provider shall be an ongoing occurrence within the facility and shall comply with all Federal and State regulations.</p> <p style="padding-left: 40px;">B. Immediate corrective action shall be taken to rectify any health or safety issue identified.</p> <p>II. The Maintenance Supervisor shall designate staff within the Maintenance Department as Fire and Safety Officers to:</p> <p style="padding-left: 40px;">A. Receive training from the Manchester Fire Department in safety and fire prevention standards; and</p> <p style="padding-left: 40px;">B. Conduct ongoing formal and informal safety inspections throughout the facility.</p> <p>III. All staff shall remain vigilant for any health or safety concerns and address/report any noted concerns immediately.</p> <p>IV. Central Control shall monitor all essential systems (generator, fire alarms, etc.) as outlined in 2061 Operations and Central Control as part of an ongoing internal fire safety inspection process.</p> <p>V. The Maintenance Supervisor shall maintain a logbook that contains all necessary inspections within the facility. This shall include all inspection reports dating back at least 5 years, and any/all corrective action plans and certificates of compliance correlating with those inspection reports.</p> <p>VI. The Maintenance Supervisor shall track all inspections to ensure compliance with State and Federal requirements.</p>

## Procedure

- I. SYSC staff, including staff within the Education Department, are responsible for assessing for fire and other health and safety hazards in their assigned areas daily and taking appropriate corrective action as needed.
  - A. Notify Central Control immediately of any significant safety concerns (exposed wiring, noxious fumes within the facility, etc.).
  - B. Address minor issues as they are found (pick up trash, move items blocking exits, remove broken furniture, etc.).
  - C. Notify the Maintenance Department of more significant concerns that are not an emergency (damaged flooring, furniture or fixtures showing significant wear, etc.) before the end of an assigned shift.
  
- II. The Building Service Workers (housekeeping) are responsible for making daily sanitation inspections of the facility during the course of their routine housekeeping duties.
  - A. Any sanitation problems found will be addressed immediately.
  - B. If the Building Service Worker cannot attend to the sanitation problem immediately:
    1. They must report the problem to the Maintenance Supervisor immediately; and
    2. An action plan shall be developed to address the sanitation problem.
  
- III. The Maintenance Fire and Safety Officers are expected to be continually vigilant in looking for safety issues and to visually inspect the following (and take any necessary corrective action) at least once per month:
  - A. Fire extinguishers – for accessibility/absence of obstructions;
  - B. Exit signs/emergency lights – for visibility and illumination;
  - C. Exits – for accessibility/absence of obstructions;
  - D. Sprinkler heads – for absence of obstructions (there must be at least 18" of clearance from each sprinkler head);
  - E. General storage (stored items are at least 24" from the ceiling);
  - F. Fire alarm pull stations – for accessibility/absence of obstructions;
  - G. Means of egress (all areas) – for accessibility/absence of obstructions related to evacuation procedures and overall safety;
  - H. Chemicals, combustibles, and/or other hazardous materials – to ensure proper storage; and
  - I. All areas of the facility for evidence of vermin infestation or other pests.

- IV. In addition to the items above, the Maintenance Fire and Safety Officers are responsible for the following each month:
  - A. A comprehensive inspection of all fire extinguishers that includes:
    - 1. Checking the gauge to ensure the extinguisher is charged;
    - 2. Checking the seal to make sure it is not broken; and
    - 3. Documenting the check on the fire extinguisher tag or notifying the Maintenance Supervisor of any issues with the extinguisher;
  - B. Checking all first aid kits to ensure the seal is intact (if broken, the SYSC Medical Department is notified immediately);
  - C. Checking trash containers to ensure there is no buildup of trash in any area;
  - D. Checking extension cords to ensure they are being used or stored properly, and that they are not overloaded or modified; and
  - E. Checking electrical, plumbing, and heating systems to ensure they are in good working order and that youth do not have access to them.
- V. The Maintenance Fire and Safety Officers shall be responsible for making immediate plans to remediate any health or safety problems. If the problem cannot be remediated immediately:
  - A. The Maintenance Administrator shall be notified; and
  - B. A plan of action and any necessary changes in operation shall be made to ensure health and safety until the problem can be remediated.
- VI. Additional inspections utilizing outside agencies are conducted to ensure health and safety in the facility. These inspections follow a set schedule set by the outside agency and include:
  - A. Fire equipment is tested at least quarterly by the manufacturer;
  - B. The State Fire Marshal's Office conducts an extensive fire safety inspection every 6 months, or sooner if requested; and
  - C. Pest control services inspect the building twice a month to ensure there are no pest issues.
- VII. All sources of drinkable water will be tested in accordance with RSA 485:17-a, as frequently as dictated by statute, to ensure acceptable levels of lead, as indicated by the Environmental Protection Agency (EPA). Any indication that levels are not within the acceptable limit will be addressed as follows:
  - A. Immediate action will be taken to identify the source of the problem and take appropriate corrective actions;
  - B. The Maintenance Supervisor will make provisions to ensure all youth and staff have safe drinking water; and

- C. Follow-up testing will be conducted to ensure the situation has been rectified.

VIII. The Maintenance Supervisor is responsible for:

- A. Ensuring all necessary inspections are conducted in a timely manner so as to ensure the health and safety of all at SYSC;
- B. Coordinating necessary actions to ensure compliance with any corrective action plans; and
- C. Maintaining hardcopies of all inspections, corrective action plans, and certificates in the "Life Services" book.