



Beverly A. H. Buscemi, Ph.D.
State Director
David A. Goodell
Associate State Director
Operations
Kathi K. Lacy, Ph.D.
Associate State Director
Policy

COMMISSION
Kelly Hanson Floyd
Chairman
Richard C. Huntress
Vice Chairman
Otis D. Speight, MD, MBA, CPE
Secretary
W. Robert Harrell
Nancy L. Banov, M.Ed.
Deborah C. McPherson

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
V/TTY: 803/898-9600
Toll Free: 888/DSN-INFO
Website: www.ddsn.sc.gov

Reference Number: 300-04-DD
Title of Document: Maintenance of Physical Plant
Date of Issue: February 10, 1988
Effective Date: February 10, 1988
Last Review Date: April 21, 2010 (NO REVISION)
Date of Last Revision: May 1, 2006
Applicability: DSN Owned Facilities

Purpose

This directive establishes policies relative to the proper maintenance of South Carolina Department of Disabilities and Special Needs (DDSN) owned facilities, including minor modifications and renovations.

Definition

For the purpose of this directive, maintenance is defined as including minor renovations such as installation of handicapped accessible devices, wall relocation, repair, and preventive maintenance, which are the responsibility of the regional center. Renovation work shall not be commenced until approved by Engineering and Planning.

Responsibility

Except as provided for community residential facilities under management contract with DDSN, this directive covers maintenance of all physical plant facilities owned by DDSN.

Maintenance of structural, mechanical, electrical, and life safety components of buildings, on a repair or scheduled basis, to maintain a safe, comfortable and livable environment shall be the

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

responsibility of the regional center, in accordance with Agency Procurement Manual and State Guidelines.

Minor renovations or modifications/upgrades cited as deficiencies shall be the responsibility of the regional center and shall be scheduled to be done from the regional center operating budget or as a preventive maintenance or accessibility project if approved.

Major renovation and upgrade of facilities shall be requested through the permanent improvement project process.

Procedures

Except as provided for community residences under management contract, all general maintenance work, including maintenance of mechanical, electrical and fire alarm systems and fixed equipment, shall be done by the sub-district/regional center maintenance staff. Maintenance may be done by outside contracts under one or more of the following conditions:

- A. The facility requiring maintenance is located more than 20 miles of travel from the regional center.
- B. The urgency of the maintenance is such that it is a life safety hazard to the consumers, and the sub-district/regional center staff cannot complete the work in an acceptable timely manner.
- C. Major work requiring funding through a permanent improvement project.
- D. The type work is performed so infrequently that it is impractical to maintain an adequate staff including:
 - (1) Major roof replacement or repair.
 - (2) Vinyl wall covering, tile and carpet installation.
 - (3) Asphalt and concrete paving work.
 - (4) Elevator service and repair.
 - (5) Servicing of major food preparation/service and laundry equipment.
- E. Life safety systems such as fire alarm and fire sprinkler that require a licensed technician to perform service.

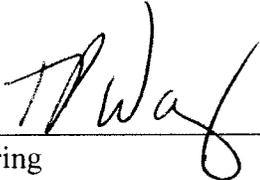
All contracted maintenance work shall be procured in accordance with the department procurement manual and the state consolidated procurement code.

Each regional center shall budget for and carry out a planned preventive maintenance program to maintain the physical plant in good repair. Preventive maintenance done with regional center maintenance staff or contractually, within the regional center procurement limit, shall be the responsibility of the district or as approved for a preventive maintenance project.

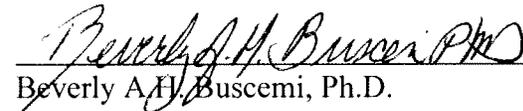
Maintenance Staff

Regional centers shall have properly qualified and licensed personnel in the areas of plumbing, electrical and HVAC to maintain the technically sophisticated systems.

The engineering and planning division shall provide technical assistance to the regional center maintenance staff to trouble shoot problems, to insure compliance with building codes and regulations and for procurement of construction services.



Tom Waring
Associate State Director-Administration
(Originator)



Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)