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Title of Document: Maintenance Management Contract Requirements for Properties Owned by DDSN and Operated by Local County Providers

Date of Issue: February 8, 1990

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Applicability: All DDSN "State Owned" Licensed Homes and Facilities

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1. Purpose

The purpose of this directive is to establish maintenance and emergency repair responsibilities pertaining to residential and non-residential properties owned by DDSN and operated by local county providers. It is the policy of DDSN to ensure the structural soundness of facilities; ensure cost effective preventive maintenance on residences; and ensure that facilities promote health, safety, and welfare of individuals supported.

To achieve the goals stated above, DDSN and boards/providers shall divide responsibilities for maintenance, repairs, and replacement as follows:

2. Procedure

A. DDSN mandates that the board/provider submit to DDSN proof of home insurance. Until such time the properties are deeded to providers, any premiums incurred by DDSN related to insuring the properties will be billed to and reimbursed by providers.

DDSN does not provide routine interior and exterior maintenance and upkeep for state owned community residential homes and facilities. Inspection of these settings is conducted annually.

- B. Boards/Providers will be responsible for all routine interior and exterior maintenance and upkeep of residences and facilities. These costs are included in the boards/providers budget. The board/provider shall be responsible for:
1. Preventative maintenance/repair of the fire alarm system, sprinkler system, if applicable, on all fixed equipment including the water heater, dishwasher, and heating/ventilation and air conditioning through annual maintenance/service contracts.
  2. Replacement of all fixed equipment including water heater, dishwasher, automatic door opener, heating/ventilation and air conditioning;
  - \*3. Roofing repairs and replacement;
  - \*4. Exterior door and window repair/replacement when damage is covered by insurance;
  - \*5. Replacement and repair of all items covered under the insurance policy of DDSN;
  6. Fire alarm inspection and certification of the sprinkler system;
  7. Adequate funding in the management contract budget to assist with items listed below as board/provider responsibilities.
  8. The board/provider should contact the DDSN Regional Center Office/Maintenance Director on any of the above issues listed in items 3, 4, and 5 of this section and denoted with an asterisk above.
  9. Take all reasonable actions to safeguard the facility and fixed asset items (FAS), as required contractually, from theft, destruction, or loss of any kind. (DDSN will carry insurance on the Facility and DDSN owned furnishings, for hazard and loss protection.)
  10. Maintain the premises and fixed assets items in good order and in substantially the same condition as received, excepting reasonable wear-and-tear and damage by fire or other causality over which the board/provider has no control in coordination with licensing requirements as follows:
    - a. Maintenance of all appliances including the washer, dishwasher, dryer, refrigerator, stove, freezer, and ice machine as applicable;

- b. All interior and exterior caulking and painting on a recommended frequency of once every three (3) years or on an as-needed basis; replace windows and doors when damage results from failure to maintain caulking and painting.
- c. Repair/replacement of all interior doors, door frames, floor coverings, cabinets and counter tops, tile work, and ceilings (unless damaged by water leaks);
- d. Replacement of light switches, lighting fixtures, emergency light batteries, and electrical receptacles (to be done by licensed electrician using same quality materials);
- e. Watering, pruning, and fertilizing of landscaping including replacement of shrubbery, as required;
- f. Mowing of grassed area;
- g. Regular cleaning and maintenance of rain gutters and diverters;
- h. Installation and maintenance of television antennas and/or cable;
- i. Installation and maintenance of door exit alarms;
- j. Maintenance and repair of water-line leaks and leaky fixtures;
- k. Maintenance and repair of sewer-line blockage;
- l. Replacement of window sash/screen, if broken, by accident, by client or staff and not otherwise covered by insurance;
- m. Maintenance and upkeep of outdoor equipment and furnishing such as basketball goal, other sports equipment, patio furniture, etc.

C. In addition, the provider agrees to the following in regard to any fixed assets items associated with the residence:

- 1. Keep accurate records, as required by DDSN, for the maintenance and accountability of the building and fixed assets items and inform DDSN promptly of any lost, stolen, or damaged fixed assets items or of any damage to the building or permanent fixtures;
- 2. Replace any fixed asset items returned to DDSN and include the expense as part of the cost of operation of the community residence under the management contract; consistent with federal regulations and generally accepted accounting principles;

- D. The board/provider further agrees to indemnify DDSN from any liability from the use or possession of any fixed asset items and of the building and permanent fixtures.
- E. The board/provider shall make no modification, renovation, or alteration to the facility without express written authority from the Engineering & Planning Division of DDSN. Types of alterations would include, but not be limited to:
- Dividing or opening rooms by adding or removing interior walls;
  - Cutting new door/window openings;
  - In-filling existing door/window openings;
  - Cutting existing doors;
  - Removing door closers;
  - Modifying the fire alarm system;
  - Additions such as a carport, covered entry, and/or patio cover, etc.
- F. The maintenance/service contract specifications shall be generated by the DDSN Engineering and Planning Division and shall basically consist of items outlined in paragraph "B" above.
- G. The board/provider shall comply with DHEC and DDSN requirements for design by professionals and plan review by authorities having jurisdiction, as appropriate and in consultation with the Engineering and Planning Division of DDSN.

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*Robin Blackwood*  
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Robin Blackwood  
Vice-Chairman

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Gary Lemel  
Chairman