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| Section: Maintenance MNT0111.01 |
| Policy and Procedure: Regular Inspections |

**Policy:**

Regular inspection of maintenance, kitchen and Housekeeping areas shall be conducted by the Operations Manager.

**Procedure:**

Operations Manager shall facilitate inspections on a weekly basis so as to maintain equipment and work areas. This is to establish a clean and safe work environment.

1. An inspection sheet will be filled out and signature is required after each inspection.
2. The Operations Manager will have a look around and ask staff what needs to done or if everything is under control.
3. Operations Manager will ensure that any issues will repairs will be done in a timely fashion.
4. The Operations Manager will sign off on all repairs and concerns.
5. The inspection sheet will be put into a binder and stored in the Operations Managers Office.

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| Section: Maintenance | Policy Number: MNT0111.01 |
| Policy and Procedures: Regular Inspections | Original: April 12, 2016Revised: November 16, 2018 |
| Approved by Executive Director/Department Manager |