

**PPM #21**

**Policy Name:** *Building and Office Inspections*  
**Effective Date:** *January 1, 1999*  
**Revision Date:** *August 1, 2008; December 1, 2011*

**Authorization:**

  
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*Charles R. Davis, Deputy Secretary*

**PHILOSOPHY**

To safeguard employees and visitors from the risks of injury by regularly inspecting the buildings and offices for safety and loss prevention hazards.

**ASSIGNMENT OF RESPONSIBILITY**

Lieutenant Governor's Office	Capitol Annex Building - Fifth Floor (State Owned) Building Maintenance, Ken Burch <b>(225) 342-5913</b> Quarterly Office Inspections, Safety Director <b>(225) 219-9413</b>
Office of the Secretary	Capitol Annex Building - Fifth Floor (State Owned) Building Maintenance, Ken Burch <b>(225) 342-5913</b> Quarterly Office Inspections, Safety Director <b>(225) 219-9413</b>
Office of Management & Finance	Capitol Annex Building - Second Floor (State Owned) Building Maintenance, Ken Burch <b>(225) 342-5913</b> Quarterly Office Inspections, Safety Director <b>(225) 219-9413</b>
Office of State Parks	Capitol Annex Building - Third Floor (State Owned) Building Maintenance, Ken Burch <b>(225) 342-5913</b> Quarterly Office Inspections, Safety Coordinator <b>(225) 342-8111</b>
Office of Tourism	Capitol Annex Building - Third Floor (State Owned) Building Maintenance, Ken Burch <b>(225) 342-5913</b> Quarterly Inspection, Safety Coordinator <b>(225) 342-8119</b>

Office of Cultural Development      Capitol Annex Building – Third and Fourth Floor  
(State Owned)  
Building Maintenance, Ken Burch  
**(225) 342-5913**  
Quarterly Inspection, Safety Coordinator  
**(225) 342-7161**

## **BUILDING INSPECTIONS, MAINTENANCE AND REPAIR**

The buildings which house the administrative offices of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism (DCRT) shall be inspected, maintained and repaired in accordance with occupancy agreements, Office of Risk Management (ORM) rules and regulations, and/or Office of State Buildings (OSB) rules and regulations as appropriate to the building. Building managers will maintain appropriate records. Any building hazards detected by the safety coordinator or designee, while conducting monthly housekeeping inspections, will be reported immediately to the building maintenance manager and recorded on the office's Hazard Control Log. The safety coordinator or designee will follow up to assure the hazard has been corrected and will take whatever precautions necessary to flag the hazard to deter accidents or injuries.

Regular inspections conducted by the State Fire Marshal's Office will determine compliance with fire safety regulations. Fire inspection reports are given to building maintenance managers to correct all areas of non-compliance. Building maintenance managers will report any changes or improvements in housekeeping issues, which need to be corrected to the appropriate management and the safety coordinator will be notified. The OLG and DCRT's safety officer works with management and the appropriate safety coordinator to assure that the problems are corrected.

## **QUARTERLY HOUSEKEEPING AND INSPECTIONS**

The safety coordinator or designee will conduct Quarterly inspections within each office to determine any areas which pose safety or loss prevention hazards. Quarterly inspections will also determine whether housekeeping or fire hazards exist in any of the following areas: walls, windows, floors, doors, trash, electrical, lighting, hallways, elevators, furniture, files, temperature, obstacles, or other.

## **CORRECTING AND REPORTING HAZARDOUS HOUSEKEEPING CONDITIONS**

The safety coordinator or designee conducting the inspection must complete the inspection sheet by indicating the type of hazard, location, and action taken or to be taken, and any comments necessary. A copy of the inspection sheet must be given to the appropriate manager to take corrective action and a copy maintained by the safety coordinator or designee. The safety coordinator or designee must follow up to assure that corrective action is taken and be prepared to produce copies upon request by CRT safety officer or ORM auditor.

## QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.

*Summary of Changes: Revised policy number (December 1, 2011).*