



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Building Maintenance*

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601 - Building Maintenance

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Approved By:

PURPOSE

To establish guidelines for maintaining the Law Enforcement Center, Special Operations Building at 1002 Carver Street, Police Sub-Station at 1170 Howard Parkway, and the Police Annex at 3340 Mustang Street through the coordination of maintenance services and employee involvement.

DISCUSSION

Although the Law Enforcement Center, Special Operations Building, Police Sub-Station, and the Police Annex have contractual janitorial services and maintenance services (both through private contractors and City Departments), it is the responsibility of each and every employee to do his/her part in maintaining these facilities in an acceptable condition. That responsibility ranges from reporting damages or unacceptable conditions to the appropriate authority, to cleaning up after themselves and ensuring that their work environment is clean and safe.

PROCEDURES

1. GENERAL REQUIREMENTS

- A. The overall responsibility for building maintenance belongs to the Property & Evidence Section under the Support Services Division. All building maintenance reports or requests shall be forwarded to the Property & Evidence Section Supervisor. This section will be

responsible for coordinating the needed action for each report and/or request.

- B. A facility inspection will be conducted on a weekly basis by the Property & Evidence Section supervisor or designated representative. A monthly report will be filed with the Support Services Division Captain detailing maintenance needs and problems. Minor repairs will be corrected as soon as possible.
- C. Mandatory State and Federal inspections will be coordinated through the Property & Evidence Section.
- D. The cooperation of every employee working within these buildings or working out of these buildings will be required to maintain the Law Enforcement Center and Police Annex in a safe and clean manner in which to carry out the mission of the Myrtle Beach Police Department.

2. EXTERIOR AREAS OF THE LAW ENFORCEMENT CENTER, SPECIAL OPERATIONS BUILDING, POLICE SUB-STATION, AND POLICE ANNEX

- A. Parking Lots -- All parking lot areas will be kept clean and free from litter and debris. Storage of personal vehicles and/or equipment is prohibited.
- B. Vehicle Refueling Area/Decontamination Site -- These areas will be kept clean and free from discarded materials. Clean up of minor spills will be an individual responsibility. Major spills will be reported to the Property & Evidence Section immediately. The Property & Evidence Section will coordinate the clean up of major or hazardous spills. Broken or malfunctioning equipment will also be reported to the Property & Evidence Section.

3. INTERIOR AREAS OF THE LAW ENFORCEMENT CENTER, SPECIAL OPERATIONS BUILDING, POLICE SUB-STATION, AND POLICE ANNEX

- A. Employee Restrooms -- Employees will be responsible for cleaning up after themselves and leaving the restroom facilities in a sanitary condition. Daily cleaning and resupply will be the responsibility of the contractual janitorial service. Unacceptable conditions or damages will be reported immediately to the Property & Evidence Section.
- B. Hallways -- The storage of personal or departmental items in the hallways is in violation of fire and safety codes and is prohibited. All hallways must remain free and clear of prohibited obstructions.
- C. Offices (Individual and Multi-Use) -- All offices must be maintained in a neat and orderly condition to the extent possible based on the

workspace, the nature of the work assignment, and the work environment.

- D. Detention Area -- The Detention Area, for purposes of maintenance and sanitation, will be supervised directly by the Detention Section Lieutenant or designated representative.
- E. Break Areas -- Employees using the designated break areas will be responsible for maintaining these areas in a clean and presentable condition. Daily maintenance will be the responsibility of the janitorial service. Employees utilizing the break area will:
 - 1) Clean up minor spills;
 - 2) Report major spills/damages to the Property & Evidence Section;
 - 3) Dispose of trash they create.
- F. Concessions -- Malfunctions or the loss of money from the vending machines should be reported to the Property & Evidence Section. Malfunctions or loss of money from the vending machines will be the responsibility of the private vendor and must be reported in writing to the Property & Evidence Section; however, any replacement or refund is the responsibility of the vendor.