



Waiver Homes Property Inspection Policy

Date of Origin: 8/2021

Modification Date(s):

Date of Last Review: 11/12/24

I. Purpose

UCP of Maine will have practices in place to manage and maintain the upkeep of the Waiver Home settings.

II. Policy

UCP of Maine will have qualified staff including the Facilities Manager inspect and monitor the settings for upkeep and maintenance. Facilities Manager will address safety and maintenance issues promptly. Program Manager, Program Director, Facility Manager and Chief Operations Officer will work collaboratively to develop capital plans and budgets for the homes. The homes will be maintained well to protect the dignity, privacy, and safety of the member as well as to be comfortable and welcoming.

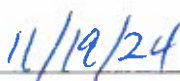
III. Procedure

The Facilities Manager will make a site visit quarterly to the settings to inspect. Both interior and exterior of the property will be monitored. The manager may use an assessment tool. The property will be inspected for maintenance issues, preventive maintenance, safety concerns and capital planning.

The Facility Manager will report findings to Program Manager and Program Director. The team will work to address concerns in a timely manner.



Scott Tash, CEO



Date