



14.3 GENERAL MAINTENANCE

It is expected that the appearance of the home or location will be maintained to the standards set forth by LADD. Small things can mean a great deal (i.e., trash in the yard, a cluttered porch, etc.). The people who receive support services from LADD have a right to a safe, clean environment. Also, it is important to remember that the community will, in part, judge the person's home and the people who live there based on appearance.

As part of the job, LADD employees are responsible for the upkeep and routine home maintenance as it relates to health, safety and care of the people supported. This includes, but is not limited to, shoveling sidewalks, sweeping, removing garbage, cleaning of the home and vehicle, etc. Whenever possible people should be encouraged to help maintain their homes with staffing supports at the appropriate level as needed. Reminder, as a support staff you cannot force a person to maintain their home and ultimately as their staffing supports you are responsible for the upkeep of the home maintenance so that the home looks nice, smells nice and fits into the community.

All LADD employees are responsible to report in writing to management any maintenance needs and/or safety concerns. Maintenance may also require submission of an online maintenance ticket. If a safety concern is not addressed in a timely manner, the employee needs to report this to the Corporate Compliance Officer.

Employees must follow the lockout/tag out procedures for electrical usage as outlined in the Maintenance Manual.

Your Manager will review the maintenance procedure for your work location with you.

LADD

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