

CCPS-64 – BI-ANNUAL BUILDING INSPECTION AND SAFETY COMMITTEE REPORT

New Date	Effective Date	Form Revision Date	Instruction Revision Date
	8/2006	8/2006	12/2011

FORMAT

Word Template

PURPOSE, USE, AND FREQUENCY

To document a building inspection and safety committee report for each building or physical location occupied by employees of the Department of Crime Control and Public Safety during the months of January and July each calendar year. If a room or section of a building is occupied by CCPS employees, the room/section as well as the exit route(s) must be included in the self-inspection.

NUMBER TO BE COMPLETED

One (1)

DISTRIBUTION

Original retained in office/space inspected (most current should be posted).

Complete a DOT GS-7 (Request for Maintenance), if applicable, and forward to the specific agency (example SHP, ALE, etc.). Retain a copy for your records and do one of the following: forward to the General Services Section OR report to your Facilities Manager as per your agency's policies and procedures.

RETENTION SCHEDULE

District – Destroy in office after one (1) year. E-mail directly to Inspections Unit. **Do not** forward a hard copy.

Inspections Unit – Destroy in office after two (2) years

NOTES

REQUIRED ATTACHMENTS

RELATED POLICY

State Personnel Manual

MEMBER(S) / EMPLOYEE(S) RESPONSIBLE FOR COMPLETING FORM

Completed by safety chairman and committee members.

COMPLETION INSTRUCTIONS