

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: General

SUBJECT: Physical Facilities

EFFECTIVE DATE: February 2017

POLICY NO: 02-008

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**Licensing Regulation
Reference: 30-63-30**

Policy:

Cottonwood shall maintain each site in which services are provided to any person and that is owned, leased, or made available by contract to be operated by Cottonwood, any employee or board member of Cottonwood, or any entity owned or controlled by Cottonwood, an employee or a board member, so that the site shall meet these requirements:

- (1) Have appropriate fire and safety equipment that is in good repair and is kept on site and readily accessible;
- (2) not have any combustible or flammable materials kept in an unsafe location;
- (3) be kept clean and well maintained;
- (4) be kept safe and secure;
- (5) have furniture and equipment in good repair and working order;
- (6) be capable of maintaining a comfortable temperature and adequate ventilation;
- (7) have adequate lighting;
- (8) be free of insect and rodent infestation;
- (9) have main routes of travel that are kept free of obstacles and stored materials;
- (10) have appropriate assistive devices and any necessary structural modifications so that the facility meets the needs of persons with physical disabilities;
- (11) be sufficiently sized to meet the living space needs of the person or persons residing there as well as the additional space needs of staff working within the premises, specifically including appropriate space or spaces for the following:
 - (A) Meal preparation;
 - (B) dining;
 - (C) sleeping;
 - (D) bathing, toileting, and hand washing;
 - (E) recreation and day living; and
 - (F) storage of personal items; and

(12) meet the needs of each person being served, consistent with the preferred lifestyle of the person or persons; and

(13) be in compliance with all applicable fire and life safety, health, sanitation, and occupancy codes.

(14) Additionally, Cottonwood shall monitor each facility in which services are provided, but that is not included in Cottonwood's controlled sites above to determine whether or not the facility meets these requirements:

(A) Is maintained in compliance with all applicable fire and life safety, health, sanitation, and occupancy codes; and

(B) is of sufficient size and is equipped and stocked to permit Cottonwood to provide the necessary services, activities, and training required by the person-centered support plan of any person being served at that site.

(15) If Cottonwood is made aware of circumstances that create a violation of any fire and life safety, health, sanitation, or occupancy code, or that place a person's health, safety, or welfare in imminent danger, or if Cottonwood determines that the facility fails to meet any required standard as specified by any person's person-centered support plan, Cottonwood shall perform the following:

(A) Notify the person's support network of the nature of the deficiency; and

(B) implement any necessary corrective action by appropriate means, including any appropriate revisions to the person's person-centered support plan.

(16) Cottonwood shall maintain each facility used for job training or production work in compliance with any applicable occupational health or safety code or regulation, including any provisions applicable to any equipment or machinery located or used within Cottonwood's facility. Compliance with these requirements will be verified by regularly scheduled internal and external inspections and walkthroughs. Note: Other facilities-based policies are located throughout Policy Manual too numerous to cite.