



Department of HIGHWAY SAFETY AND MOTOR VEHICLES

REPEALED 12/15/09

SUBJECT INSPECTION OF DEPARTMENT FACILITIES	POLICY NUMBER 10.04
PURPOSE/SCOPE: To establish policy and procedures to inspect Department-operated building facilities and specify areas of responsibility for implementation	

I. AUTHORITY

Chapter 20, Florida Statutes
 Section 255.249, Florida Statutes
 Chapters 13D-5.02, 13D-5.03, and 13D-5.12, Florida Administrative Code

II. DEFINITION

Inspection--A method of evaluating custodial and preventive maintenance repairs and needs for State-owned and leased facilities.

III. POLICY

Each facility owned or leased by the Department will be inspected at least annually. A permanent Facilities Inspection Status Report file will be maintained within the Division of Administrative Services. (This policy does not pertain to the Neil Kirkman Building, which is subject to an ongoing series of inspections.)

IV. PROCEDURES

A. Responsibility

FHP Troop Commanders, Division of Driver Licenses Field Operations Bureau Chiefs, and Division of Motor Vehicles Regional Administrators, or their designee, are responsible for annually inspecting and reporting the findings for those building facilities under their operational control.

1. If a facility houses FHP, as well as DDL and/or DMV, the FHP Commander is responsible.
2. If a facility houses DDL and DMV, the DDL Bureau Chief is responsible.

B. Time Schedule for Inspections

Each January, supervisors identified in Paragraph IV.A. will request the forms necessary to complete the facilities inspection from Central Supply, Neil Kirkman Building, and distribute the forms.

1. These members will complete, sign, and date the inspection report forms and return them via chain of command to the Chief of the Bureau of Budget no later than April 1, with a copy to their division directors.
2. Report forms for leased facilities will be forwarded to the Contract Administrator.
3. The member making the inspection will retain a copy of each report form.

C. Review of Inspection Reports

1. The Chief of the Bureau of Budget will review the inspection reports and forward them to the Director, Division of Administrative Services.
2. The Director of Administrative Services will review the reports, coordinate with the division directors when necessary, and provide recommendations for corrective actions when appropriate to the Executive Director or Deputy Executive Director.
3. Upon approval by the Executive Director or the Deputy Executive Director, the Chief of the Bureau of Budget will be advised to include appropriate corrective actions, improvements, or renovations in the planning/budgeting process for Department-owned facilities.

D. Inspection Files

1. The Chief of the Bureau of Budget will maintain a permanent Facilities Inspection Status Report file on all buildings owned by the Department.
2. The Contract Administrator will maintain a permanent inspection file on all leased facilities.
3. These files will contain a copy of the inspection report for each facility and any correspondence on corrective actions to be taken and expected completion dates.