

INSPECTION AND EVALUATION OF OFFICE SPACE AND FACILITIES

_____ COUNTY
 _____ FACILITY

A. <u>FACILITY COMPLIANCE INDICATORS</u>		
YES	NO	
1. IDENTIFICATION OF OFFICE		
		a. If in separate building, the social services office is appropriately marked and clearly identifiable from the road or street.
		b. If in multi-occupant public building, the office is listed in standard building directory in the same manner accorded to all other agencies.
2. REQUIREMENTS FOR PHYSICAL PLANT		
		a. (1) Building has been certified by competent authority as meeting the requirements of state and local fire codes.
		(2) Building has been certified by competent authority as meeting the requirements of the State Building Code.
		b. If applicable, the county has completed an Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as amended (Form Hew-641).
3. REQUIREMENTS FOR SPACE		
		a. If applicable, a minimum of 80 sq. ft. is provided for workers who interview clients in their offices.
		b. A minimum of 80 sq. ft. is provided for supervisors.
		c. A minimum of 96 sq. ft. is provided for management.
		d. A minimum of 56 sq. ft. is provided for staff members not required to conduct interviews in their offices.
		e. If applicable, a range of space adequate for the function is provided for separate private interviewing rooms.
4. REQUIREMENTS FOR PRIVACY		
		a. Private offices are available for management and supervisors.
		b. Private offices or interviewing rooms are available to all staff who interview clients.
5. REQUIREMENTS FOR WAITING ROOM AND RECEPTION AREA		
		a. (1) Waiting room is of sufficient size to accommodate the people availing themselves of its use each day.
		(2) A separate area is provided for the receptionist.
6. REQUIREMENT FOR CONFERENCE ROOM		
		Conference or staff training room has seating capacity to accommodate the average number of people usually in attendance.
7. REQUIREMENTS FOR STORAGE SPACE AND CONFIDENTIALITY OF RECORDS		
		a. Files and supplies are accessible and convenient to staff responsible for their maintenance, use, and protection.
		b. Files and records are adequately protected from fire, other damage, and theft.

		c. Client case records, printouts and terminal screens are located in controlled access areas.
		d. Space for janitorial and maintenance, supplies and equipment for building and grounds upkeep, as applicable, is provided.
8. REQUIREMENT TO PROVIDE OFFICE SPACE FOR NON-DSS STAFF		
		Office space is provided for persons who periodically visit the agency on DSS related business.
9. REQUIREMENT FOR EQUIPMENT		
		Office equipment and furnishings, including dictating equipment, telephone trunks, furniture, typewriters, duplicating and business machines are adequate for staff to perform its duties efficiently and meet the needs of the client population.
B. <u>BUILDING INSPECTION INDICATORS CHECKED</u>		
The following points should be noted by the reviewer in determining overall maintenance standards and the current relevancy of the Certificate of Occupancy completed by the local building inspector.		
<u>YES</u>	<u>NO</u>	
		1. Building is properly maintained. (See Guidelines III.B. for explanation.)
		2. Heating and cooling systems are adequate to provide reasonable comfort levels for employees and clients.
		3. Restroom facilities are cleaned regularly and provided with sufficient supplies.
		4. Drinking fountain(s) have adequate water pressure and drains are free of litter.
C. <u>COMMENTS</u>		
If the overall space and facility arrangements are not adequate for proper and efficient administration of the Social Services programs, please explain. (Explanation for all "NO" answers must be given--attach additional sheets if more space needed.)		
D. <u>CERTIFICATION</u>		
I certify that the facilities of the _____ County Department of Social Services (are) (are not), for reasons cited above, in compliance with the provisions set forth in 10 NCAC 24A .0504		
		Date

Local Support Manager
NC Division Of Social Services