

INSPECTION AND EVALUATION OF OFFICE SPACE AND FACILITIES

COUNTY	
FACILITY	SOCIAL SERVICES
PHYSICAL ADDRESS	
# Staff in Building	

A. FACILITY COMPLIANCE INDICATORS (10 NCAC 67A .0103)

YES	NO	
		(Explanation for all "NO" answers must be given.)
1. IDENTIFICATION OF OFFICE [.0103 (1) (a-b)]		
<input type="checkbox"/>	<input type="checkbox"/>	a. If in separate building, the social services office is appropriately marked and clearly identifiable from the road or street.
<input type="checkbox"/>	<input type="checkbox"/>	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 [.0103 (2) (a-b)]		
<input type="checkbox"/>	<input type="checkbox"/>	a. (1) Building has been certified by competent authority as meeting the requirements of state and local fire codes.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Building has been certified by competent authority as meeting the requirements of the State Building Code.
<input type="checkbox"/>	<input type="checkbox"/>	b. Building is readily accessible to handicapped persons for all activities and programs.
3. REQUIREMENTS FOR SPACE [.0103 (3) (a-e)]		
<input type="checkbox"/>	<input type="checkbox"/>	a. If applicable, a minimum of 80-sq. ft. is provided for workers who interview clients in their offices.
<input type="checkbox"/>	<input type="checkbox"/>	b. A minimum of 80-sq. ft. is provided for supervisors
<input type="checkbox"/>	<input type="checkbox"/>	c. A minimum of 96-sq. ft. is provided for management.
<input type="checkbox"/>	<input type="checkbox"/>	d. A minimum of 56-sq. ft. is provided for staff members not required to conduct interviews in their offices.
<input type="checkbox"/>	<input type="checkbox"/>	e. If applicable, a range of space adequate for the function is provided for separate private interviewing rooms.
4. REQUIREMENTS FOR PRIVACY [.0103 (4) (a-b)]		
<input type="checkbox"/>	<input type="checkbox"/>	a. Private offices are available for management and supervisors.
<input type="checkbox"/>	<input type="checkbox"/>	b. Private offices or interviewing rooms are available to all staff who interview clients.
5. REQUIREMENTS FOR WAITING ROOM AND RECEPTION AREA [.0103 (6)]		
<input type="checkbox"/>	<input type="checkbox"/>	a.(1) Waiting room is of sufficient size to accommodate the people availing themselves of its use each day.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A separate area is provided for the receptionist.
6. REQUIREMENT FOR CONFERENCE ROOM [.0103 (6)]		
<input type="checkbox"/>	<input type="checkbox"/>	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 [.0103 (7) (a-d)]		

<input type="checkbox"/>	<input type="checkbox"/>	a. Files and supplies are accessible and convenient to staff responsible for their maintenance, use, and protection.
<input type="checkbox"/>	<input type="checkbox"/>	b. Files and records are adequately protected from fire, other damage, and theft.
<input type="checkbox"/>	<input type="checkbox"/>	c. Client case records, printouts and terminal screens are located in controlled access areas.
<input type="checkbox"/>	<input type="checkbox"/>	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 [.0103 (8)]		
<input type="checkbox"/>	<input type="checkbox"/>	Office space is provided for persons who periodically visit the agency on DSS related business.
9. REQUIREMENT FOR EQUIPMENT [.0103 (9)]		
<input type="checkbox"/>	<input type="checkbox"/>	Office equipment and furnishings, telephone trunks, furniture, computers, copiers, printers are adequate for staff to perform its duties efficiently and meet the needs of the client population.
B. BUILDING INSPECTION INDICATORS CHECKED [.0103 (2) (a-b)]		
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>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Building is properly maintained. (See Guidelines III.B. for explanation.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Heating and cooling systems are adequate to provide reasonable comfort levels for employees and clients.
<input type="checkbox"/>	<input type="checkbox"/>	3. Restroom facilities are cleaned regularly and provided with sufficient supplies.
<input type="checkbox"/>	<input type="checkbox"/>	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.		
D. <u>CERTIFICATION</u>		
I certify that the facilities of the <input type="checkbox"/> County Department of Social Services (), for reasons cited above, in compliance with the provisions set forth in 10 NCAC 67A .0103		
Lee O Quick County Operations Liaison NC Division Of Social Services		Date of Inspection