Town of Meredith - Administrative Regulation

Effective Date:	November 23, 2004	Regulation No:	12
Revision Date:		Supersedes:	
Approved By:	Phillip L. Warren, Jr.		

SUBJECT: SAFETY & ADA AUDITS

I. PURPOSE

This Administrative Regulation sets forth policy and procedures to provide consistent annual inspections of Municipal buildings and playground structures. The attached checklists will ensure guidance for the minimum requirements of all occupied buildings and playground structures in order to minimize liability to the Town.

II. POLICY

The Public Works Operations Manager shall ensure the completion of building and playground safety and Americans with Disabilities Act (ADA) audits, with the assistance from the Buildings and Grounds Division of Public Works and the Joint Loss Safety Committee.

III. PROCEDURE

The following checklists shall be completed annually:

- Facilities Inspection Worksheet
- ADA Checklist for Existing Facilities
- Safety Committee Building Inspection Checklist
- Playground Safety Audit

IV. REPORT

A report must be submitted to the Town Manager annually by September 1st of each calendar year.

Phillip L. Warren, Jr.
Town Manager