

**RIVER VALLEY COUNSELING CENTER, INC.**

**POLICY/PROCEDURE # ADMIN-10**

**SUBJECT: MAINTENANCE OF EMERGENCY EQUIPMENT**

**DATE REVIEWED/REVISED: 109/15, 5/20**

**POLICY STATEMENT:** All mechanical equipment shall be checked and calibrated at least annually by a contracted company.

**PURPOSE:** To ensure the proper working order of all mechanical and emergency equipment.

**RESPONSIBILITY:** Executive Assistant

**PROCEDURE:**

The Executive Assistant will annually schedule the servicing of all mechanical and emergency equipment.