

Treasury Documentation

Subject: Building Maintenance/Safety and Health Complaints,
Document and Resolve

For: EMPLOYEE HANDBOOK
SAFETY AND HEALTH HANDBOOK

Also See: PT-03121

Identification PT-03120
Procedure
Effective Date 7-1-2009
Replaces PT-03120 (11-1-2006)

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Employee

1. Goes to appropriate heading below for:
 - Austin Building - Safety and Health-Related Complaint or Problem, **or**
 - Austin Building - Non-Safety and Health-Related Complaint or Problem, **or**
 - Operations Center, Field, and Out-of-State Offices – Office/ Cubicle Complaint or Problem, **or**
 - Operations Center, Field, and Out-of-State Offices - Building Maintenance/Safety and Health Complaint or Problem.

Note: “Field Offices,” as used in this document, means all Department of Treasury (Treasury) offices located in Michigan other than Austin Building and Operations Center.

Austin Building - Safety and Health-Related Complaint or Problem

Austin Building
Employee

2. Becomes aware of building maintenance problem (safety and health-related) at work site.
3. Informs division/bureau/office Building Liaison of problem.

Building Liaison

4. Receives complaint and informs Austin Building liaison, Treasury’s Safety and Health Analyst (24-13824), of problem.

Treasury’s
Safety and Health
Analyst

5. Contacts Department of Management and Budget (DMB), Property Management Division (via e-mail or phone call (37-36288)), to inform them of the problem and to determine resolution.

Austin Building - Non-Safety and Health-Related Complaint or Problem

Austin Building
Employee

6. Becomes aware of non-safety and health-related building maintenance problem (e.g., heating, cooling, janitorial services, work surface adjustments, broken tub drawer, etc.).
7. Informs Treasury’s Safety and Health Analyst (24-13824) of problem.

Treasury's Safety
and Health Analyst

8. Resolves problem.

OR

9. Contacts DMB Property Management Division (via e-mail or phone call (37-36288)) to inform them of the problem and determine resolution.

**Operations Center, Field, and Out-of-State Offices -
Office/Cubicle Complaint or Problem**

Employee

10. Becomes aware of office- or cubicle-related problem (e.g., work surface adjustments, broken tub drawer, etc.).
11. Informs division's/bureau's/office's Building Liaison of problem.

Building Liaison

12. Completes form 3646 OFFICE MODIFICATION REQUEST or sends e-mail identifying problem to "Treas_Office_Modification_Requests" to resolve the problem.

**Operations Center, Field, and Out-of-State Offices - Building
Maintenance/Safety and Health Complaint or Problem**

Field Employee

13. Becomes aware of building maintenance and/or safety and health problem at work site (e.g., heating, cooling, janitorial services, etc.).
14. Informs Building Liaison or Field Safety and Health Agent of problem.

Note: Treasury's Safety and Health Analyst appoints a Safety and Health Agent or Building Liaison for each field and out-of-state office and notifies Building Manager or leaseholder's representative and all field employees in writing of those appointments.

Building Liaison or
Field Safety and
Health Analyst

15. Receives complaint and resolves problem by contacting the Building Manager or leaseholder.
 - A. If safety complaint is of a life-threatening nature, sees Procedure PT-03121 in the Employee Handbook to close or evacuate field office.
16. If complaint cannot be resolved, contacts Treasury's Safety and Health Analyst at (517) 241-3824.

End