

**REDDING RANCHERIA  
TRIBAL GOVERNMENT POLICIES**

**Chapter TP 6-100**

**Tribal Facilities**

**June 8, 2010**

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**Index**

<b><u>Text</u></b>	<b><u>Page</u></b>
SECTION 1: PURPOSE	2
SECTION 2: BACKGROUND AND INTENT	2
SECTION 3: DEFINITIONS (Reserved)	3
SECTION 4: DELEGATED AUTHORITY (Reserved)	3
SECTION 5: AUTHORIZED PROGRAMS AND SERVICES	3
SECTION 6: PRIORITIES	4
SECTION 7: EVALUATION	4

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 6-100  
Tribal Facilities

---

SECTION 1: PURPOSE

The purpose of this policy is to assure that tribal governmental facilities are safe, secure, clean and well maintained.

SECTION 2: BACKGROUND AND INTENT

The recommended budget of the Public Works Department shall adequately cover operational costs and routine and preventive maintenance of all tribal government facilities.

Public Works shall develop procedures for Program Directors to alert maintenance staff of facility problems. A Work Order System shall be established that will enable Public Works to monitor progress, timeliness and corrective action taken.

Inspections of all facilities shall be conducted at least yearly to identify deficiencies, develop estimates for corrective action, set priorities, plan and schedule necessary changes. An effective preventive maintenance program shall be in place for each tribal facility and supported by an on-going records system.

A database shall be developed and maintained to catalog each facility and monitor costs. Each tribal government facility will have current "as built" blueprints. The database shall include the cost basis of each facility, the maintenance records and expenses, energy use, other operational costs, etc. Determination of costs per square foot will be calculated and support projection of future costs.

The Public Works Department is responsible for the custodial and grounds keeping of all tribal government facilities.

All Public Works staff shall be skilled and well trained to fulfill their duties to meet the maintenance, custodial and administrative requirements of their positions.

Custodial services shall be provided in accordance with generally accepted practices and standards for institutions. In the case of the health facility, the special requirements of their operation shall be adopted.

Public Works has responsibility only for equipment that services the facility (i.e. HVAC). All other equipment is the responsibility of the operating unit.

Adequate security systems (keying, lighting and alarm) shall be operational at all locations.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 6-100  
Tribal Facilities

---

The Public Works Director shall recommend and the CEO will appoint individuals to serve on a Tribal Safety Committee. Each major facility, including the enterprises, will have a representative. Each representative shall coordinate a safety committee at their respective facility; ensuring safety is addressed adequately and uniformly throughout the tribal programs. A customized injury prevention program shall be in force at each facility.

The quality of water shall be tested on a routine basis and problems brought to the immediate attention of the Tribe and the Water District.

The Director of Public Works shall recommend policies and procedures for a recycling program that is practical and economically feasible.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

(a) Routine Maintenance and Improvement

Those services and activities that correct facility deficiencies.

(b) Preventive Maintenance

Those services that establish facility maintenance standards, inspects and monitors facilities to assure compliance.

(c) Facility Database

Those services and activities that enable the Tribe to effectively monitor each facility's operating costs and conditions.

(d) Custodial and Grounds-Keeping

Those services and activities that relate to cleaning facilities, pest control and grounds keeping, including parking lots.

(e) Tribal Safety Program

Those services and activities that lead to the adoption and enforcement of an overall Tribal Safety Program.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES  
Chapter TP 6-100  
Tribal Facilities

---

(f) Other Miscellaneous Programs

Those services and activities that are specifically assigned by the Tribal Council or CEO such as Water Quality Testing, Recycling etc.

SECTION 6: PRIORITIES

The Director of Public Works is charged with the responsibility of organizing the work and setting priorities. All these services are critically important and if the Public Works Department lacks the resources to provide them, it is expected that a budget recommendation shall be made to the Tribal Council.

SECTION 7: EVALUATION

Inspection reports and the facility database shall provide the Public Works Department with the information needed to analyze the condition and costs of tribal government facilities. An annual report of the status of these facilities will be provided to the CEO and the Tribal Council.

Legislative History:

Originally Adopted by Tribal Council Resolution # 031-06-08-10, dated June 8, 2010.