

- Policy:** The Office of the Chief Medical Examiner's (OCME) policy is to establish a standard level for facility maintenance in order to maintain a sanitary and aesthetic work environment.
- Purpose:** The purpose of this standard operating procedure is to provide the requirements for daily maintenance of the facility that houses the OCME.
- Scope:** The facility maintenance includes heating, ventilation, air conditioning, plumbing and electrical systems which are to be effectively and efficiently operating at all times.

**1. GENERAL**

- 1.1. The OCME is located in the Consolidated Forensic Laboratory (CFL) facility. Building maintenance is provided via a vendor through a District government-wide contractual arrangement.