

**NEVADA COUNTY
ERIC ROOD ADMINISTRATION BUILDING**

REASON FOR INVESTIGATION

A citizen complaint was received concerning an inadequate emergency lighting system in the Eric Rood Administrative Center, which contributed to an injury accident while there was a power outage in the building.

PROCEDURE FOLLOWED

The Civil Grand Jury interviewed Assistant Director of General Services Dick Webb. The interview included questions concerning the emergency lighting system, maintenance schedules and safety issues for county facilities.

FINDINGS

1. Director of general services is responsible for the maintenance of all county facilities.
2. There are deficiencies with the emergency lighting system in the Rood Building.
3. The emergency lighting problems were identified by the Facilities-Systems Advisors Report submitted to the Board of Supervisors March 1997 by a citizen's group.
4. There are no written facility maintenance and inspection procedures for the Rood Building. Maintenance inspection procedures for county facilities are scheduled to be prepared later this year (1998) with help from an outside organization.
5. Personnel who find maintenance or safety deficiencies report them to their supervisors who forward them to facility management.
6. Limited funds and personnel are allocated to the maintenance of county facilities.

CONCLUSIONS

1. The emergency lighting problem is being corrected at the time of writing this report.
2. Failure of the County Administrative Office to address known deficiencies in a timely manner led to the injury in this complaint.
3. Inattention to the Facility-System Advisors Report could put the county at risk to litigation.

RECOMMENDATIONS

1. The Grand Jury recommends that facilities management develop and implement maintenance and safety procedures that will adhere to state and federal guidelines.
2. The Grand Jury recommends that the facilities management yearly budget should be adequately funded for maintenance and materials to correct the above problems.

REQUIRED RESPONSES

County Administrative Officer
Due August 30, 1998

Board of Supervisors
Due September 30, 1998

Director of General Services
Due August 30, 1998