

Charleston County Coroner's Office Policy #54	
Title: Facility Maintenance	Page: 1 of 1
Effective Date: 1/30/2024 Reviewed and/or Updated: Authorized By: Bobbi Jo O'Neal, Coroner	

54.1 POLICY

1. It is the policy of the Office to allow the Charleston County Facilities Department to maintain our building in a safe, sanitary, and aesthetic manner.
2. The Charleston County Facilities Department conducts preventative maintenance on the Coroner's Office building located at 4000 Salt Pointe Pkwy, North Charleston, and coordinates contractors/vendors to the building when repairs, enhancements, adjustments, or cleaning are necessary to either the building or any of its equipment, instruments or appliances.
3. The heating/ventilation/air conditioning units, plumbing system, and electrical system shall be scheduled for routine inspection in accordance with the Charleston County Facilities Department.
4. Additionally, Facilities personnel oversee the cleaning contractor which is a bonded company. The cleaning contractor sends a person every business day to clean the Coroner's facility.
5. The Forensic Services Supervisor shall maintain documents showing the maintenance of any equipment or instruments regarding the morgue, autopsy suite, or evidence spaces.
6. The Administrator or designee shall coordinate with Facilities regarding repairs or maintenance situations.