

# Room Inspection Procedure

---

*OP-M-625*

*Revision 0*

*Approved by* [REDACTED]

*Posting Date 11/29/05*

*Active Divisions/Departments:  
McMurdo Area Directorate  
Human Resources  
Finance*

## Table of Contents

<b>PURPOSE</b> .....	<b>1</b>
<b>SCOPE/APPLICABILITY</b> .....	<b>1</b>
<b>TERMS AND DEFINITIONS</b> .....	<b>1</b>
<b>RESPONSIBILITIES</b> .....	<b>2</b>
<b>DISCUSSION</b> .....	<b>3</b>
<i>Room Inspections</i> .....	<i>3</i>
<i>Notifying the employee</i> .....	<i>4</i>
<i>Bonus deductions</i> .....	<i>5</i>
<b>REFERENCES</b> .....	<b>5</b>
<b>RECORDS</b> .....	<b>5</b>
<b>ATTACHMENTS, APPENDICES</b> .....	<b>5</b>

## Purpose

The purpose of this QSP is to explain how to complete room inspections and how to handle deductions from an employee's bonus due to unsatisfactory room inspections.

## Scope/Applicability

This procedure applies to Housing in McMurdo with respect to room inspections for contract employees at McMurdo Station. This document outlines how Housing works with Human Resources in McMurdo when housing issues arise, how the information is relayed to Denver Human Resources and Finance, and, when necessary, how the deduction is taken from the employee's bonus.

## Terms and Definitions

### **Acceptable**

A room will be considered in acceptable condition when housing has completed the inspection and found no deficiencies.

### **Borderline**

A room will be considered in Borderline condition when Housing has found deficiencies, such as not completing the checklist (e.g., trash in the room, refrigerator not defrosted) as documented on the Room Inspection Form. A room deemed Borderline at final inspection will result in a \$350 deduction from the employee's bonus.

### **QSP**

Quality System Procedure -- A cross-divisional procedural document that delineates the methods and tasks required to perform a process, activity or function.

### **Unacceptable**

A room will be considered in Unacceptable condition when Housing has found deficiencies, such as the majority of the checklist has not been completed as

documented on the Room Inspection Form. A room deemed Unacceptable at final inspection will result in a \$500 deduction from the employee's bonus.

## Responsibilities

### **Manager, Station**

Responsible for reviewing documentation on housing issues, determining if a bonus deduction will be made, and notifying on-Ice Human Resources.

### **Employee**

Responsible for cleaning his or her room in accordance with Housing guidelines, leaving a completed *Room Inspection Form* (OP-M-625a) in the room before the inspection, and returning to the room in time to address potential problems noted in the first inspection.

### **Supervisor/Coordinator, Housing**

Responsible for notifying the On-Ice Human Resource Representative of housing issues and providing the necessary documentation for bonus deductions.

### **On-Ice Human Resources Representative**

Responsible for working with Housing on housing issues, gaining documentation on the issues, providing this documentation to the Station Manager for review, and notifying personnel of the bonus deduction.

### **Human Resources Staff**

Responsible for calculating the bonus and providing the bonus calculation, along with a copy of the documentation, to the payroll staff in Finance.

### **Finance Payroll Staff**

Responsible for inputting the bonus dollar amount into the additional pay file for payment, deducting the appropriate amount from the bonus as applicable, and maintaining the record of the bonus calculation sheet and a copy of the documentation for the bonus deduction.

## Discussion

Near the end of each austral season, redeployment meetings will be presented at McMurdo Station. During these redeployment meetings, the requirements to pass a room inspection prior to the employee's departure from McMurdo station will be presented by the Housing Department.

The Housing presentation will include the following information:

- Housing will visit your room only twice for an inspection.
- If it does not pass on the 2<sup>nd</sup> visit, your bonus will be affected.
- Acceptable rooms – no deductions.
- Borderline rooms – there will be a \$350 deduction from your bonus.
- Unacceptable rooms – there will be a \$500 deduction from your bonus.

### **Room Inspections**

Room inspections will begin the day before the person is scheduled to redeploy based on the flight manifest posted by Air Terminal Operations. Housing will inspect the room to include the following: the furniture is present and in working order, extra furniture has been removed, floor has been vacuumed, trash has been sorted, windowsills and mirror have been cleaned, personal items have been removed, drawers and wardrobe have been emptied, walls are clean and free of decorations, items have been dusted, beds are unbunked, refrigerator has been cleaned and defrosted, and, if applicable, TVs returned, and showers, toilets and vanities have been cleaned.

If the room is acceptable, Housing will sign the employee's room inspection form and retain it for record-keeping purposes. A note will be left for the employee informing him/her that inspection was successful.

If the room is unacceptable or borderline on the first visit, Housing will notify the employee and his/her supervisor as outlined below and return one more time to re-check the room.

If on the second visit the room is unacceptable or borderline, Housing will take pictures and contact the On-Ice Human Resources Representative. The On-Ice

Human Resources Representative will look over the room if possible; otherwise, he/she will review pictures.

The On-Ice Human Resources Representative will send the documentation to the Station Manager for review.

The Station Manager will notify the On-Ice Human Resources Representative if the documentation supports the definition of Borderline or Unacceptable, or if it does not.

If the documentation does not support the definition of Borderline or Unacceptable, the room will be considered Acceptable. Housing will sign the employee's room inspection form and retain it for record-keeping purposes. The employee will be notified by e-mail of the decision.

If the documentation supports the definition of Borderline or Unacceptable the employee will be notified as outlined below.

If the employee's room inspection is Acceptable, the employee is still responsible to maintain the cleanliness of the room until they depart the station.

### ***Notifying the employee***

During the first inspection, if the employee's room is found to be acceptable, Housing will retain the *Room Inspection Form* (OP-M-625a) and leave a "You Passed" note in the room. If the room is found to be Borderline or Unacceptable, the Inspection Form will be left in the room, including notes of what needs to be completed and the approximate time of the next inspection. An e-mail message will also be sent to the employee and his/her supervisor informing them of the need for a second inspection and the time it will occur.

If a second inspection is required and the employee's room is still Borderline or Unacceptable, Housing will provide a copy of the Room Inspection Form and photos to HR for review. The information on the form will be transferred to a Bonus Reduction Memo. The memo will include the dates the room was inspected, if the room was Borderline or Unacceptable, the amount of the deduction, and notification that it will be deducted from the employee's bonus. After HR review, the memo will be presented to the employee by the supervisor in the HR office. A representative from Housing, Station Services, or the Station Manager will be present at the meeting. The employee will be asked to sign the memo, acknowledging receipt. If

the employee refuses to sign the memo, the supervisor will note “employee refused to sign” on the document and then sign as a witness. The signed Bonus Reduction Memo will be sent to Denver Human Resources for the employee’s personnel file.

### **Bonus deductions**

The Human Resources staff will attach a copy of the Bonus Reduction Memo, to the bonus calculation spreadsheet and provided both to Finance payroll. Finance payroll will use this memo to deduct the amount owed by the employee according to their procedures for SAP. The original memo will be placed in the personnel file with a copy of the bonus calculation spreadsheet.

## **References**

OP-M-625a      *Room Inspection Form*

## **Records**

<b>Record Identification, Format, &amp; Owner</b>	<b>Active Location Storage, Protection, &amp; Retrieval</b>	<b>Facility Storage, Protection &amp; Retrieval</b>	<b>Retention Time</b>	<b>Disposition</b>
Completed Room Inspection Forms (hard copy); owned by McMurdo Housing Supervisor.	Stored in McMurdo Assistant Coordinator for Janitor’s Office; available from McMurdo Housing Supervisor.	Stored in notebooks, in a locked office.	One year for forms reflecting Borderline or Unacceptable	Recycle

## **Attachments, Appendices**

OP-M-625a, *McMurdo Room Inspection Form*