



*M. D. OF GREENVIEW NO. 16*  
***POLICY & PROCEDURES MANUAL***

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 20**

**POLICY TITLE: FACILITIES MAINTENANCE**

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**Date Adopted by Council / Motion Number:**

**11.10.550**

**PURPOSE:**

The policy defines the maintenance program for the Municipal District's structural facilities.

**POLICY:**

MD of Greenview facilities will be maintained to the best standard feasible. Maintenance requests will be prioritized in consideration of the following factors: compliance, workplace, health and safety and asset life cycles.

All facilities will be allocated an Importance Rating of 1-5 (1 being the lowest). Maintenance standards will vary depending on the importance of the facility as per the guide below:

1. Not important – carry out only essential maintenance.
2. Low importance – defer non-essential maintenance, where possible.
3. Fair importance – carry out maintenance based on risk assessment.
4. Important – maintain to the best standard that resources allow.
5. Very important – maintain to a high standard.

**Maintenance Categories:**

1. **Preventive maintenance** is maintenance which is carried out to prevent an item failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative maintenance is usually programmed.
2. **Statutory maintenance** is when facilities such as lifts, fire systems, heating systems and air conditioning systems are serviced and maintained in accordance with status requirements.
3. **Corrective maintenance** can be defined as maintenance that is required to bring an item back to working order when it has failed or worn out.
4. **Backlog maintenance** is maintenance that is necessary to prevent the deterioration of an asset or its function, but which has not been carried out.

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**Maintenance Strategies:**

1. **Preventive maintenance** – tasks and work orders are automatically generated for Maintenance Staff as required. Preventive maintenance work is prioritized to undertake intervention to reduce failure of equipment before it wears out.
2. **Statutory maintenance** – **The Safety Codes Act of Alberta** require annual maintenance of applicable systems. It is the building owner’s responsibility to ensure these regulations are complied with.
3. **Corrective maintenance** – this is handled through the Engineering & Environmental Services work request system (task list). Staff is asked to provide information with relation to corrective actions required within MD facilities.
4. **Backlog Maintenance** – The MD of Greenview’s backlog maintenance liability will be estimated each year. An annual **Deferred Maintenance Program** has been set up to address high priority backlog maintenance items in the upcoming budget year. The Deferred Maintenance Program will be used to replace building elements that are at an end of their life cycle; e.g. air conditioning systems, leaking and rusted roofs, etc., and other items of a capital nature.

**Maintenance Priorities:**

1. Work requests received via the Task List will be assessed for priority. Maintenance personnel will determine the priority based on information received from the requestor, and related safety or operational impact, or asset detriment factors.

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(Original signed copy on file)  
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C.A.O.