

Title: Facilities Maintenance

Policy No: 4032

Effective Date: April 27, 2021

Motion Number: 21.04.222

Supersedes Policy No: EES 20

Review Date: April 27, 2024



Purpose: The policy defines the maintenance program for Greenview’s structural facilities.

1. DEFINITIONS

- 1.1. **Backlog Maintenance means** maintenance that is necessary to prevent the deterioration of an asset or its function, but which has not been carried out.
- 1.2. **Corrective Maintenance means** maintenance that is required to bring an item back to working order when it has failed or worn out.
- 1.3. **Greenview means** Municipal District of Greenview No. 16
- 1.4. **Preventative Maintenance means** maintenance which is carried out to prevent an item from failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative Maintenance is usually programmed.

2. POLICY STATEMENT

- 2.1. 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 cycle.

3. PROCEDURE

- 3.1. 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 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 resource allow.
 5. Very important – maintain to a high standard.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Preventative maintenance tasks and work orders are automatically generated for Facilities Maintenance Staff as required. Preventative maintenance work is prioritized to undertake intervention to reduce failure of equipment before it wears out.

- 5.2 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.
- 5.3 Corrective maintenance is handled through the department Task List. Staff is asked to provide information with relation to corrective actions required within Greenview facilities.
- 5.4 Backlog maintenance 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 system, leaking and rusted roofs, etc., and other items of a capital nature.
- 5.5 Work requests received through 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.