

POLICY TITLE: FACILITY MAINTENANCE POLICY		Page 1 of 3
Authority: Adopted by Resolution No: 2018-322 Date of Adoption: September 25, 2018 Amended by Resolution No.: 2018-322	Effective Date: September 26, 2018	Policy Number:
<p>Preamble:</p> <p>Grandview Municipality wishes to establish and set out the direction that The Administration and various departments must follow in order to provide service excellence in the maintenance of facilities so as to meet the requirements of the Municipality and the Provincial and Federal governments, in a manner consistent with regulatory constraints and reasonable citizen expectations at an acceptable life cycle cost.</p> <p>The Public Works Department is to maintain the municipal facilities in a manner that adheres to health and safety along with environmental standards mandated by regulations and Grandview’s Strategic Plan and Asset Management Plan.</p> <p>Policy Objectives;</p> <p>To maintain facilities that support delivery of the various services and programs deemed necessary and/or beneficial to the residents and businesses of Grandview Municipality; and</p> <p>To maintain efficient facilities by adopting practices that optimise their useful life and operational performance at minimum life-cycle cost, consistent with Asset Management strategies for the benefit of our community; and</p> <p>To enable Council and the CAO to effectively make decisions by providing necessary and sufficient information on facilities and facility maintenance activities in a timely and effective manner.</p> <p>Review Date:</p> <p>This policy shall be reviewed at least once in each 4-year Council term and when Asset Management Planning is taking place in order to bring A.M. and this policy into agreement.</p> <p>Application:</p> <p>Departmental compliance with this policy is mandatory and the policy applies to all facilities owned managed on behalf of the municipality.</p>		

THREE KEY OPERATING PRINCIPLES FOR FACILITY MAINTENANCE:

1. Technical Excellence:

Grandview Public Works, as a provider of facility maintenance services, will work with other departments to ensure that the municipality supports efficient municipal operations through the facility maintenance services it provides. It will adopt practices and methods which enable continuous improvement to the quality and value of maintenance service to its users and administration and by extension the Council.

2. Economic Optimization:

The Public Works Department is committed to provide excellence in the delivery of facility maintenance services at an acceptable and affordable cost. The department will adopt sound facility maintenance practices that enable tangible efficiency gains.

3. Managerial and Administration Excellence:

The Council is to set the departmental policy and the CAO and other managers are to establish a facility maintenance service delivery framework based on sound facility maintenance practices and defined attainable objectives for its employees. Management must ensure that employees attain the appropriate level of skills and knowledge required to perform their designated tasks. Management is to delegate the level of authority required to perform these tasks and supply any tools which would make performance of the tasks safer and/or substantially more productive.

THREE LEVELS OF MAINTENANCE FOR ALL MUNICIPALLY OWNED FACILITIES.

For municipally owned facilities, “Life Cycle Maintenance” has been set as the standard. Only facilities scheduled for major renovations, demolition or divestiture should be allowed to implement “Mandated Maintenance”.

The municipality will provide as a minimum “Mandated Maintenance” in all facility owned by Grandview Municipality.

1. Mandated Maintenance:

Mandated maintenance is recognized as the minimum level of service activities that must be conducted on a routine basis for any municipally owned facility to comply with safety, health and environmental standards mandated by applicable Provincial and Federal regulations, and Asset Management Planning principles.

The Municipality is obligated to satisfy the minimum requirements of all applicable mandated inspections.

2. Life Cycle Maintenance:

Life Cycle maintenance is to be conducted for any municipally owned facility as a practical means to extend the useful life of a facility's structure, its systems and equipment, while ensuring mandatory regulations and legislated requirements are fulfilled.

3. Enhanced Maintenance:

Enhanced maintenance is to be conducted within any municipal facility which houses emergency operations that are essential to the municipality during a state of emergency, such as the Fire Hall, Public Works Buildings, Recreation Hall (for evacuations), Municipal Office, etc. if they are deemed as essential. These facilities may demand sophisticated operating systems and equipment that must offer a high degree of reliability and functional availability to their department's operations. This level of service extends beyond the scope of Mandated and Life Cycle requirements with the intended purpose of maximizing the useful life of the facility's structures, its operating systems and equipment, and to protect the value of the work conducted in such facilities. It may also be considered as a form of reliability centred maintenance designed to reduce the severity of operational failure and the potential for economic and (or) environmental disaster.

ACCOUNTABILITY:

This policy delegates overall accountability for administration of the facility maintenance program, including promulgation of this policy, to the CAO, which in turn may delegate to various managers.

The CAO must:

1. Ensure departmental managers are held accountable for promulgation, implementation and adherence to this policy;
2. Ensure municipal employees and private sector contractors exercise due diligence;
3. Ensure Real Property Services employees and private sector contractors' employees acquire the appropriate skills to enable effective execution of their duties and to stay abreast with current legislation, regulations, generally accepted industry standards, principals and practices, subject to policy constraints;
4. Ensure Real Property Services employees are provided appropriate resources to effectively execute their respective responsibilities, subject to policy constraints;
5. Adopt generally accepted industry maintenance practices and sound capital investment strategies;
6. Ensure adequate workplace safety, health and environmental protection are provided and inspections are carried out by qualified persons;
7. Maintain current information required in accordance to applicable laws, codes and regulations; and
8. Report on the level of compliance to applicable laws, codes, regulations, outlining any remedial actions required to address deficiencies.

Electronic File Pathway:

Shared Documents/Policies and Procedures Grandview Municipality/Policy Format