

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BUILDING MAINTENANCE AND REPAIR

Applies to: All Personnel

Effective/Revision Date:

June 27, 2005
December 9, 2010
September 12, 2011
November 21, 2012
June 4, 2014
October 26, 2015
May 29, 2017
July 8, 2019

1. General site maintenance and repairs are monitored by the manager or supervisor working at the specific location.

When a maintenance or repair concern is identified:

1. The person notifies the supervisor or manager. The supervisor or manager enters the concern in the ShareVision Building Maintenance and Repair list.

2. The Executive Director:

- Reviews the Pathways Building needs list weekly.
- Consults with a board member who is on the Facilities Maintenance Committee.
- Obtains 3 quotes, if required, for repairs and maintenance items exceeding \$100.00.
- Track and updates in ShareVision and schedules all building and property maintenance.
- Tracks and updates in ShareVision the contractors Pathways' uses.
- Tracks and updates in ShareVision the Assets Society list.