

PATHWAYS ABILITIES SOCIETY

POLICY: BUILDING MAINTENANCE AND REPAIR

Applies to: All Personnel

Original Approval Date: June 27, 2005

Date Board Approved: September 12, 2022

Replaces Policy Dated: May 29, 2017

Board Member's Signature

PREAMBLE

Pathways Abilities Society provides a policy and management framework to ensure that building assets are maintained appropriately to support the Society's objectives. The deterioration of buildings due to lack of maintenance can lead to future financial burdens, pose legal implications and affect the delivery of services.

Building exteriors will be cleaned regularly and show no signs of decay or disrepair and grounds will be kept free of litter and any unsightly material. Their upkeep and appearance should be a credit to the society and the community.

Maintenance funds will be used to achieve the greatest benefit for Pathways Abilities Society buildings and associated infrastructure. Within the constraints of available resources, society facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs. Choosing between the many competing demands on maintenance funds is a difficult and demanding task, especially in a climate of increasing costs brought about by factors such as more stringent legislation and growth in the building material costs.

Definitions

1. Priority 1, a response within one hour during normal working hours and two hours after hours. The categories are:

- Serious safety hazard/incident.
- Irreplaceable/catastrophic loss to service delivery.
- Serious asset damage (i.e. fire, major leaks which may include water, gas).
- Widespread loss of power.

The objective for priority 1 is to make the environment safe and minimize damage. In all cases, concerns will be attended to immediately.

2. Priority 2, a response within forty-eight hours or two working days. The categories are:

- Low risk safety hazards.
- Replaceable loss to service delivery.
- Malfunction of equipment.

3. Priority 3, a response within seventy-two hours or three working days. The categories are:

- Assets require maintenance – not urgent.
- Minimal risk to service delivery and operations.

4. Priority 4, no specified response time. The categories are:

- Routine maintenance.
- Scheduled work.
- Work scheduled as per agreement.

POLICY

The executive director or designate is responsible for Pathways Abilities Society building and yard maintenance and repair. Maintenance funding is prioritized within budget levels and will be allocated in consideration of the following factors:

- Workplace health and safety.
- Statutory compliance.
- Property loss/damage.
- Risk management.
- Asset life cycles.
- Impact on service delivery.
- Public appearance.

Maintenance Strategies

In delivering maintenance services, Pathways Abilities Society will structure its activities to ensure workplace health and safety is not compromised and disruptions to society activities are minimized where possible. Maintenance work is made up of the following categories:

- Preventive maintenance: Carried out to prevent an item failing or wearing out by providing systematic inspection, detection and prevention of failure.
- Statutory maintenance: Maintenance and service required in accordance with legislative requirements i.e. lifts, fire systems, fume hoods, air conditioning systems.
- Corrective maintenance: Maintenance that is required to bring an item back to working order when it has failed or worn out.
- Deferred Maintenance: Maintenance used to replace building elements that are at an end of their life cycle i.e. air conditioning systems, leaking and rusted roofs etc.