

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BUILDING MAINTENANCE AND REPAIR

Applies to: All Personnel

Original Effective Date: June 27, 2005

Effective Date: July 10, 2023

Replaces Procedure Dated: September 13, 2021

General site maintenance and repairs are monitored by the manager or supervisor working at the specific location. **Please note** there are 2 separate procedures below. One is for repairs the other is for routine maintenance. Please also cross reference this procedure with the Damage and Missing Item report procedure.

Building or Equipment Repairs

1. Staff:

- Enters the repair in the "Building and Equipment Repairs" ShareVision list (Properties and Maintenance site).
- Notifies the supervisor or manager that the form has been completed prior to leaving their shift.

2. The supervisor or manager processes the item and notifies the executive director or designate.

3. The Executive Director or designate:

- Processes the request.
- Arranges for the repair to be completed.
- Tracks and updates the "Building and Equipment Repairs" ShareVision list.
- Tracks and updates the "Contractors" ShareVision list.
- Tracks and updates the "Assets Society" ShareVision list.
- Concludes the repair.

Building Maintenance: Routine and Scheduled

1. The supervisor or manager assigned to monitoring repairs and maintenance items at specific locations, ensures the following is completed:

- Furnace Filter Changed (May, August, December)
- Furnace Checked (September)
- Air Conditioners Checked (April)
- Appliances Cleaned under/behind (April, September, December)
- Sprinkler System Started (April)
- Sprinkler System Blown Out (October)
- Yearly lawn fertilizing (Spring and Fall)
- Elevator Serviced (Annually as per the contractor's schedule)
- Fire Suppression Checked Homes (August)

2. They track the date completed in the "Building Maintenance: Routine and Scheduled" ShareVision list.