REPAIRS AND MAINTENANCE BPE 4

INTENT

The Society is committed to keeping all buildings, vehicles and equipment in good working order.

POLICY

Buildings and contents will be kept in a good state of repair so that there are no dangerous risks on premises. Sunshine Coast Community Services Society will maintain the premises, equipment and vehicles in a state of good repair and appearance as necessary to meet operational requirements, safety standards and maintain the value of its investments. This will be achieved through the adherence to established maintenance standards including inspections as outlined in preventative programs.

PROCEDURE

1. A Facilities Coordinator, as part of the administration team, will be responsible for developing a short and long range plan for maintenance and repair of all buildings whether leased or owned. The implementation of these plans is the responsibility of the Program Director, Manager or Program Coordinator.

2. The Facilities Coordinator will establish a Building Contact person responsible for health and safety inspections and reporting any emergencies and other issues to the Facilities Coordinator. All staff is required to report any structures or items in need of repair to the Building Contact.

3. Immediate attention and priority will be given to any repairs that pose harm or injury to staff or clients.

4. The Facilities Coordinator or delegate will communicate with the maintenance person or the appropriate tradespeople to ensure the timely attention to all reported repairs.

5. All new construction, major renovations and other changes to the facility will proceed only if all required permits are obtained and related inspections are passed.

6. The Society will comply with all required statutory inspection requirements and standards as required by the accreditation body pertaining to buildings, equipment and vehicles.

7. Society-owned vehicles are the responsibility of the Program Manager of the program to which the vehicle is assigned. This individual is responsible for ensuring that a maintenance schedule is adhered to and that the vehicle is kept in good condition and adequately insured.

8. Whenever possible for projects over $1,000, three quotes will be obtained; however the lowest quotation may not necessarily be accepted depending on the quality and breadth of services available, expertise in the field, timelines, knowledge of building, etc.

EFFECTIVE: Dec. 1, 2015	**APPROVED BY: Executive Director**	
REPLACES: April 1, 2014	**MONITORING: Executive Director**	**FREQUENCY: Annually**