

PUBLIC SCHOOLS BRANCH

Operational Procedure

FACILITY MAINTENANCE	
<i>Policy Section</i> Finance and Facilities	<i>Procedure Number</i> 204.1
<i>Pages</i> 2	<i>Approved Date</i> October 25, 2016
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Replaces: ELSB Operational Procedure 204.1 Facility Maintenance, April 20, 2016	

1.0 INTRODUCTION

- 1.1 The Public Schools Branch is committed to maintaining facilities which comply with applicable legislation and required standards.
- 1.2 The purpose of this guideline is to address:
 - 1.2.1 Preventative maintenance expectations for Public Schools Branch buildings and equipment;
 - 1.2.2 Maintenance project priorities; and
 - 1.2.3 Roles and responsibilities.

2.0 PREVENTATIVE MAINTENANCE

- 2.1 The following best practices support a successful preventative maintenance program:
 - 2.1.1 Inventory and Assessment of Facilities
 - a) Create an accurate inventory of major building components and equipment
 - b) Develop a building inspection plan
 - c) Conduct inspections
 - d) Assign condition ratings
 - e) Regularly update building information and conditions
 - 2.1.2 Priority and Cost of Maintenance Projects
 - a) Set project priorities
 - b) Evaluate costs
 - 2.1.3 Short and Long term Preventive Maintenance
 - a) Develop short and long term facility plans
 - b) Develop capital improvement plans
 - c) Submit proposals to government
 - d) Develop annual work plan in accordance with the allocated budget
 - 2.1.4 Preventative Maintenance Program
 - a) Schedule timelines for performing tasks
 - b) Follow procedures for managing projects
 - c) Log work orders in a record keeping system
 - d) Evaluate the plan periodically

3.0 RESPONSIBILITIES

- 3.1 Director of the Public Schools Branch (Director)
 - 3.1.1 To oversee the compliance of the Facility Maintenance policy and guideline.
 - 3.1.2 To review the policy and guideline, as needed.
- 3.2 Director of Corporate Services
 - 4.2.1 To monitor and implement the policy and guideline.
 - 4.2.2 To promote the policy and guideline and use it as a basis for proposing, prioritizing and approving maintenance plans.
- 3.3 Property Services Coordinator
 - 4.2.3 To support the awareness and implementation of the policy and guideline at all levels of the organization.
 - 4.2.4 To establish a facility maintenance service delivery framework.
 - 4.2.5 To prepare operating standards.
 - 4.2.6 To recruit qualified resources to perform the facility maintenance function.
 - 4.2.7 To define levels of training to support employee needs and ensure that appropriate training is conducted.

4.0 CROSS REFERENCES

- 4.1 PSB Operational Policy - *204 Facility Maintenance*
- 4.2 PSB Operational Procedure - *202.1 Playgrounds and Playground Equipment on School Property*
- 4.3 *Education Act*
- 4.4 Treasury Board Requirements
- 4.5 Occupational Health and Safety Legislation
- 4.6 National Building Code
- 4.7 CSA Guidelines

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