

Policy 2040: Facilities and Asset Maintenance

Original Adopted Date: August 20th 2025

Status: Approved

PURPOSE

The purpose of this Facilities and Asset Maintenance Policy is to establish guidelines for the maintenance and management of District facilities and properties to ensure a safe, efficient, and well-maintained environment for all stakeholders. This policy applies to all employees and contractors, vendors, and external organizations contracted by the District as responsible for the maintenance and upkeep of facilities within the organization. This policy will be reviewed annually and updated as needed to reflect changes in regulations, technology, or organizational requirements.

Facilities Maintenance Responsibilities:

- **Facilities Administrator:** The Facilities Administrator or designee is responsible for overseeing all aspects of facilities maintenance, including planning, budgeting, scheduling, and coordinating maintenance activities. The Facilities Manager will ensure that all maintenance work is conducted in compliance with safety regulations and organizational standards.
- **Facilities Administrator:** The Facilities Administrator or designee is also responsible for communicating any property and/or safety related incidents to our business insurance provider, updating the vehicle list and insurance cards, and maintaining a current inventory of all physical property and related assets.
- **Maintenance Staff:** Maintenance staff are responsible for conducting routine maintenance, repairs, and inspections of facilities to ensure they are in good working condition. Maintenance staff must adhere to all safety protocols and guidelines while performing maintenance tasks.
- **Master Facilities Plan** will be developed as part of the budgeting and strategic planning processes that will guide the important work of maintaining, renewing, and constructing safe, efficient, and well-maintained facilities, properties, and other physical assets of the District.

Facilities Maintenance Procedures:

- **Preventive Maintenance:** A preventive maintenance schedule will be developed and implemented to ensure regular inspections and maintenance of all facilities, equipment, and systems. Maintenance tasks will be documented and records will be maintained for future reference.
- **Reactive Maintenance:** In the event of equipment breakdowns or facility issues, maintenance staff will respond promptly to address the problem and restore functionality.
- **Vendor Management:** External vendors or contractors may be engaged through contracts for specialized maintenance tasks or projects as needed. Contracts for these purposes will include a clause incorporating this policy and the following compliance stipulation. Vendors must comply with all organizational policies and safety regulations while working on the premises.

- **Budgeting and Planning:** The Facilities Manager will develop an annual maintenance budget and plan based on the needs of the organization and the condition of facilities. Budgetary constraints and priorities will be taken into consideration when planning maintenance activities.
- **Health and Safety:** All maintenance activities must be conducted in accordance with health and safety regulations to prevent accidents, injuries, or incidents. Proper safety equipment and training, as determined in the sole discretion of the District, will be provided to maintenance staff to ensure their safety, and the safety of others, while performing maintenance tasks.