



PREVENTATIVE MAINTENANCE PLAN

UPDATED: OCTOBER 2020

PURPOSE

The primary goal of facility maintenance is to avoid or mitigate the consequences of facility issues or malfunction of facility equipment such as a furnace or air conditioning unit. This may be by preventing the failure before it actually occurs with planned maintenance or proactive maintenance, versus reactive maintenance (fixing something after it is broken).

This plan will preserve both facility and facility equipment reliability by replacing worn components before they actually fail. Preventative maintenance activities include partial or complete overhauls at specified periods, inspections, filter replacement and so on. In addition, workers will record equipment deterioration, so it is repaired before it causes a system failure. The ideal preventative maintenance program would prevent all facility and facility equipment failure before it occurs.

DEFINITIONS

Preventative maintenance has the following meanings:

- The care and servicing of facility equipment and the facility itself in satisfactory operating condition through systematic inspection, detection, and correction of issues either before they occur or before they develop into a major problem.
- Maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent issues from occurring.

SCOPE

- Facility Equipment: the equipment that is installed in the facility that assists in the support of a safe and healthy site for clients and staff.
- Facilities: the properties that are owned or leased by Traverse Independence.

PROCESS

Facilities

A proactive stance by the governors of the organization is to maintain the buildings owned by Traverse (minutes of the board meeting May 29, 2013).

An expert, who provided a detailed facility maintenance report, forecasting the requirements for the next twenty years, completed a full inspection of both facilities:

- Reserve Fund Study and Building Condition Assessment for 78 Stanley Avenue, Kitchener, Ontario dated February 7, 2014
- Reserve Fund Study and Building Condition Assessment for 120 Tagge Street, Kitchener, Ontario dated February 7, 2014

Beyond the detailed facility maintenance report, the board will have an annual inspection done by a licensed home inspection company. The detailed inspection will be used to keep up the minor annual repairs required to keep the properties in good order. All property repairs highlighted in the inspection report will be reported back to the board to determine which to undertake immediately and which to monitor.

Facility Equipment

At each site there is support staff who will monitor repairs, schedule maintenance and notify supervisors if serious. A facility maintenance repair form is submitted to the accounting department to request approval for the repair. An up to date maintenance log is on Goldcare and is kept for both Stanley Avenue and Tagge Street facilities in order to track the maintenance schedule and ensure equipment is inspected at least once annually.