



# PREVENTATIVE MAINTENANCE PLAN

2025 - 2026

### PURPOSE

The primary goal of facility maintenance is to avoid the challenges of building issues or the malfunction of equipment such as a furnace or air conditioning unit. The purpose is to prevent the issue before it occurs with planned maintenance or proactive maintenance, versus reactive maintenance (fixing something after it is broken).

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 malfunctions. The ideal preventative maintenance program would prevent all building issues and mechanical failure before it occurs.

### DEFINITIONS

Preventative maintenance has the following meanings:

- The care and servicing of equipment and the building to maintain it 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

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

### PROCESS

#### **Facilities/Buildings**

A proactive stance has been endorsed by the governors of the organization, which is to maintain the buildings owned by Traverse on a regular and consistent basis. (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 (typically a supervisor) who will monitor repairs, schedule maintenance, and notify supervisors if serious issue is discovered. An up-to-date maintenance log is on Goldcare and is kept for both Stanley Avenue and Tagge Street facilities to track the maintenance schedule and ensure equipment is inspected at least once annually.

All maintenance of the equipment and buildings will be undertaken as required. Further the board of directors has a clear policy on expenditures which allows for the CEO and/or designate to perform emergency repairs. See Board Policy Manual Item 8.0 RESERVE FUND POLICY which itemizes the following:

- an amount not to exceed the amounts put forth by the Community Financial Policy from the Ministry of Health and Long-Term Care for LHIN Health Service Providers guidelines on purchases, supplies, equipment, or services (\$5,000 as of May 3, 2016) can be approved by the CEO
- an amount higher than the guideline, as the CEO or designate sees fit can be approved to repair the properties in case of an emergency where the health and safety of clients and/or staff are at risk.