



GENERAL MANUAL POLICY

APPROVED BY:

Executive Director

CATEGORY: Finance

TOPIC: Maintenance of Equipment

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POLICY:

It is the policy of Community Living Thunder Bay (CLTB) that equipment on premises owned or operated by the agency shall be maintained as recommended by the manufacturer.

Ontario Regulation 299/10 has minimum standards in place that we must comply with.

GENERAL MANUAL PROCEDURE

TOPIC: Maintenance of Equipment

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PURPOSE:

1. The Purchasing Agent is responsible for ensuring regular inspections take place and for recording all inspections on the Property Maintenance Log.
2. Regular inspections include (but are not limited to):
 - a. Furnace inspections are performed twice a year on the buildings CLTB owns and once a year on rentals.
 - b. All agency owned vehicles will be inspected a minimum of once annually, will have regular oil changes (as determined by the manufacturer), and regular repairs as needed.
 - c. Fire extinguishers will be inspected annually as part of the annual fire department inspection.
 - d. All lift systems and tracking will be inspected a minimum of annually or according to manufacturers' directions.