

TOWN OF VULCAN

TITLE: Facility Maintenance Policy

POLICY NUMBER: PU-16

**ADOPTED BY COUNCIL AT A
REGULAR/SPECIAL COUNCIL**

**SUPERSEDES
POLICY NUMBER:**

MEETING: April 14, 1998
Resolution: 98.87

**SUPERSEDED BY
POLICY NUMBER:**

STATEMENT:

To ensure the timely inspection, maintenance and repair of all identified facilities under the care and control of the Town of Vulcan. The policy will ensure that reasonable, safe conditions are maintained at all municipal facilities in so far as the municipality's financial resources will allow. Records will be kept to show that the municipality maintains this reasonable standard.

FACILITIES COVERED BY THIS POLICY:

- Vulcan Iceplex
- Vulcan Swimming Pool and Water Park
- Vulcan Tourism and Community Development Centre
- Vulcan Town Office
- Virginia Mitchell Memorial Park
- Main Street Mini-Park
- Memorial Park
- Kinsmen Park II adjacent to Virginia Mitchell Memorial Park
- Kinsmen Park III in Allen Subdivision
- Ball Diamonds
 - Virginia Mitchell Memorial Park
 - County Central High School
 - Allen Subdivision
- Library building excluding the Senior Centre
- 232 Centre Street (AGT building)
- Town Shop
- Water Treatment Plant
- Water Storage Reservoirs
- Cemetery
- Municipally-owned lands
- Tennis Courts

INSPECTIONS

Periodic inspections will be conducted on the identified facilities in the following manner:

1. An inspection schedule for all facilities and land will be maintained on a routine basis. The inspection and its frequency will be determined by the Public Works Foreman and approved by Administration.
2. All inspections will be recorded and areas requiring repair or maintenance will be noted in the manual and reported to the Public Works Foreman and Administration.
3. Issues identified on inspection beyond the scope of routine repair and maintenance will be reported to Administration by way of memo from the Public Works Foreman.

Inspections generated by incidents (accidents, complaints) outside of the routine inspection policy will:

1. Be investigated by the Administrator or delegated to the Public Works Foreman.
2. A report will be filed with Administration on investigation with the resolution to the problem or a recommendation.
3. The incident will be recorded by the person conducting the inspection or responding to the incident in the inspection manual.

The formulation and maintenance of all facility inspection manuals will be the responsibility of Administration and will be managed by the Public Works Foreman.