

## Ingersoll Support Services Inc.

### Policy: Repair and Maintenance

**Policy # A 8**

Section: Administration

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - yes

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*Assets and/or property of Ingersoll Support Services will be checked and maintained regularly by designated employees and where appropriate by qualified personnel.*

#### **Procedure:**

1. A schedule of maintenance will be developed for property of Ingersoll Support Services by the Executive Director or designate.
2. Property may include, but not be limited to vehicles, lifts, heating and cooling equipment, fire prevention equipment, plumbing, roofing, electrical equipment, furnishings, and computer equipment.
3. All electrical equipment and appliances must comply with Canadian Standards Association (CSA).
4. In the event that repairs or maintenance are required the employee designated to perform the maintenance schedule will make the request to the appropriate supervisor.
5. All requests for repairs and maintenance must be presented to the Executive Director or their designate for prioritization and approval.
6. All buildings owned or operated by the agency will be subject to inspections and maintenance to be completed annually including but not limited to:
  - Fire safety - Local Fire Department
  - Heating equipment – Certified Technician
  - Water heater and Tempering Valve (not higher than 49° C or 120° F)
  - Health Inspection – Local Health Unit.
7. Written records of all inspections, repair and maintenance will be kept at the office for a period of not less than 2 years.