



CITY POLICY

POLICY NUMBER: A1403A

REFERENCE:

City Manager 1989 11 09
City Manager 1986 12 04

ADOPTED BY:

City Manager

SUPERSEDES:

A1403

PREPARED BY: Public Works Department

DATE: 1989 10 10

TITLE: MAINTENANCE OF CITY OWNED FACILITIES

Policy Statement:

UNLESS SPECIFICALLY EXEMPTED BY THE EXECUTIVE COMMITTEE, THE COMPLETE MAINTENANCE REQUIREMENTS OF ALL CITY OWNED FACILITIES TO PRESCRIBED STANDARDS WILL BE PERFORMED BY THE CITY'S MAINTENANCE SERVICE CENTRE.

The purpose of this policy is to:

Ensure that all city owned buildings, structures, and other facilities are maintained and receive services to established standards in the most effective and economical manner by centralizing the responsibility wherever feasible to avoid duplication of services between Departments.



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1. DEFINITION

- 1.01 "Complete Maintenance" - routine maintenance, programmed corrective and preventative maintenance, emergency repairs, and custodial services to established standards where required.
- 1.02 "City Owned Facilities" - any structure, enclosure, edifice or similar building registered under the ownership of the City of Edmonton and used for office space, workshops, residences or enclosures of machinery or equipment.
- 1.03 "Established Standard" - a standard which ensures the cleanliness, aesthetic appearance, and correct and efficient operation of City owned facilities.
- 1.04 "City's Maintenance Service Centre" - the Service Centre operated by the Public Works Department.

2. RESPONSIBILITIES

- 2.01 Executive Committee to determine those facilities which shall be exempt from the intent of this Policy.
- 2.02 General Manager Public Works Department to:
 - (a) reviews all requests for exemptions from this policy.
 - (b) forward to the Executive Committee through the City Manager's Office all requests for exemption from this Policy with comments attached.
 - (c) consult with the General Manager of the affected User Department in the event that any or all requested exemptions are not concurred with, prior to submission of comments to the City Manager and Executive Committee.
 - (d) in consultation with User Departments:
 - establish standards of maintenance with due regard to special or unique User Department requirements for City owned facilities.
 - (e) review annually with Departments, the maintenance requirements for City owned facilities under their jurisdiction.
 - (f) in consultation with User Departments develop and maintain preventive maintenance programs for City owned facilities



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- (g) submit a report every three (3) years to the City Manager providing comparative costs between outside vendors and the City's Maintenance Service Centre and, on an annual basis, report any deviations from standards and reasons for such deviations.
- (h) budget for all services necessary to implement the requirements of this Policy.
- (i) provide written firm price quotations for designated and additional maintenance activities as requested by User Departments.

2.03 All General Managers having the responsibility for City owned facilities and using maintenance services under this Policy to:

- (a) identify those facilities which should be exempt from this Policy, and submit a request for exemption to the General Manager, Public Works Department.
- (b) approve all maintenance programs for the ensuing year including the provision of funds in the departmental Budget.
- (c) request, when necessary, firm price quotations for specified and additional maintenance activities.

3. PROCEDURES

3.01 The development of procedures to implement this Policy will be the responsibility of the General Manager, Public Works Department:

- (a) Procedures will include a requirement that the City's Maintenance Service Centre of the Public Works Department shall submit to each Department, no later than May 1st of the current year, a summary of all maintenance requirements for the following year.
- (b) After review of this submission with Departmental designates, the City's Maintenance Service Centre of the Public Works Department will submit firm price quotations on all maintenance programs, no later than July 1st of the current year.
- (c) Public Works Department shall, whenever possible, assign experienced maintenance work forces that are fully trained and familiar with specialized and restricted User Department facilities.