



CITY POLICY

POLICY NUMBER: A1412

REFERENCE:

City Manager 1989 05 04

ADOPTED BY:

City Manager

SUPERSEDES:

1095

PREPARED BY: Public Works Department

DATE: 1989 05 04

TITLE: COMMON AREA SERVICES FOR INTEGRATED FACILITIES

Policy Statement:

PROPERTY MANAGEMENT AT INTEGRATED FACILITIES SHALL BE THE RESPONSIBILITY OF THE TENANT DEPARTMENTS, WITH COMMON AREA SERVICES ARRANGED BY TENANT COMMITTEES.

The purpose of this policy is to:

Establish the use of Tenant Committees and their responsibilities to ensure property management functions at property management functions at Integrated Facilities are appropriately handled.



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PAGE: 1 of 2

1. DEFINITIONS

- 1.01 "Integrated Facilities" as those City facilities such as Davies, Kennedale, and Westwood which are utilized by several City departments in the delivery of physical services or materials. The definition applies to all City buildings or yards located within and adjacent to the respective facilities.
- 1.02 "Common Area Services" as those services which all tenants in an Integrated Facility require as a whole. They include grass cutting, snow clearing, security, road and parking lot maintenance, and any required capital improvements.
- 1.03 "Tenant Committee" - One such committee will be established at each Integrated Facility. They will be composed of one representative from each department located at the Facility, plus corporate representatives(s) from Public Works Department. Each committee shall establish its own chairman.

2. RESPONSIBILITIES

- 2.01 Tenant Committees to:
- (a) ensure the provision of Common Area Services to the Integrated Facility;
 - (b) deal effectively with any common issues which arise;
 - (c) arrange the appropriate payments and their mechanisms between and among departments, and;
 - (d) ensure City Policies and Procedures on Maintenance of City-owned Facilities (A-1403), Provisions of Office and Special Purpose Accommodation for Civic Staff (A-1407), Project Manager for Construction Projects (A-1406) and the Land Management Policy (C-410).
- 2.02 General Managers to ensure full departmental participation on Tenant Committees by appointing appropriate personnel to these committees.
- 2.03 General Manager, Public Works Department where required, ensure corporate participation on Tenant Committees by appointing Property Management and Building Maintenance representatives.
- 2.04 General Manager, Finance Department to determine the methodology for the allocation to tenant departments any debt servicing costs associated with current or future financing of common area services or facilities.



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PAGE: 2 of 2

3. PROCEDURES

- 3.01 The initial meetings of the Tenant Committees will be under the leadership of the Public Works Department, thereafter each committee shall proceed independently as required in order to meet their responsibilities.
- 3.02 The Tenant Committee should be used as the vehicle for communicating in advance any planned renovation activity that may have an impact on tenants in the facility (for example, asbestos removal). Such work should be designed to protect tenants from any hazards.
- 3.03 Current integrated facilities house large departments who perform their own property management services. Smaller departments or agencies who locate on future integrated facilities and who have no property management personnel, may request such services from the Property Management Branch of the Public Works Department.