



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Properties and Facilities	<b>Section</b>	City Properties		
<b>Title</b>	Maintenance of City Owned Buildings	<b>Policy Number</b>	08-01-01	<b>Authority</b>	Council
<b>Approval Date</b>	Feb. 14, 2001	<b>Effective Date</b>	Feb. 14, 2001	<b>Revision Date</b>	

### **Purpose:**

The Corner Brook City council owns and maintains a number of buildings in the City of Corner Brook. These buildings require regular and programmed maintenance. To stipulate the procedure to be followed for the regular maintenance of City owned buildings.

### **Policy Statement:**

The Operational Services Department is responsible for the maintenance and minor capital renovations of all City owned and operated buildings. Pending sufficient balances in the appropriate building maintenance charge numbers, the heads of the various departments will assume responsibility for the day to day maintenance (light bulbs, etc.) and minor maintenance and painting. Overall control of the building maintenance budget will rest with the Director of Operational Services, who should be advised in writing prior to contemplated minor maintenance of a particular office or area. Each department shall designate a person to determine and coordinate maintenance of the department with the Engineering Division. Requests for other than regular maintenance should be forwarded to either the Director of Operational Services or the Engineering Coordinator on the form attached.

Pending sufficient balances in the appropriate building maintenance charge numbers, request for renovations must be coordinated through the Engineering Coordinator. Details of the work must be supplied to the Division to allow for sufficient time to obtain estimates and contractor quotations, if applicable. Under normal circumstances, most work will be carried out by City personnel. Pending sufficient budget allocations, the Engineering Division will schedule and oversee the completion of the work. Normal building maintenance items should be coordinated with the Coordinator of the Works Division.

Standing offers and contracts covering cleaning, electrical and mechanical maintenance, overhead door maintenance will be prepared and administered by the Engineering Division for review and approval for payment.

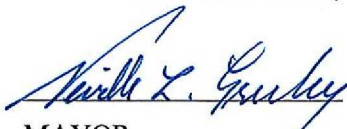
### **Definitions:**

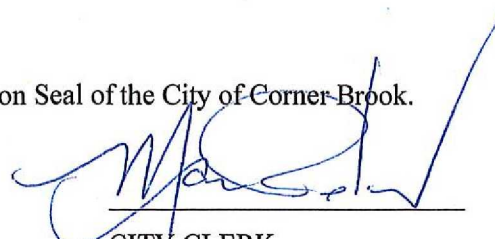
### **Reference:**

Approved: Minute 01-25 – February 14, 2001

### **Detailed Action Required:**

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK