Preventative Maintenance Program

Department: Facility & Environmental Services

Approved By: Planning Team

Issue Date: February 2010

Updated: June 2016

Policy

All equipment will be inspected on a regular basis. The frequency and type of inspection will be per the Property Manager’s schedule with consideration of the manufacturer/supplier recommendations.

Procedure

Records of inspections will be kept in the office of the Property Manager.

The Property Manager will maintain a phone list of approved contractors and a copy of this list will be available at the following locations:

* + - * Reception
			* On the file server (accessible by management)
			* Property Manager’s office