

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: FACILITIES INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 630

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

1. Use of the facility for private functions and / or commercial and /or not for profit operations are at the direction and responsibility of the Facility Manager. Facility Users will be required to provide a minimum \$2,000,000 General Liability Certificate of Insurance naming the City as an Additional Insured.
2. It is recognized that due to budgetary and resource constraints daily visual inspections and maintenance of the Facilities will be performed by Staff, including Contract Staff and / or a Cleaning Contractor.
3. The City will perform a visual inspection of the facility to ensure that mechanical, electrical, structural, plumbing and facility maintenance has been performed. Exterior and interior inspections shall include entry stairs, railings, sidewalks, windows, carpet, tiles ceiling tiles and roof. The results of the audit shall be recorded on a facility assessment form. The City also relies upon the public and user groups for notification of hazardous situations and or defects. Within five (5) working days of notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Director of Engineering and Municipal Operations or designate will be notified as soon as practical.
 - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Repair of the hazard will be carried out as scheduled.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the Facility.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Facilities Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.