

# COMMUNITY LIVING

Thunder Bay



Number: FIN 9.0  
Date: March 2012  
Supersedes: n/a

## GENERAL MANUAL POLICY

APPROVED BY:

A handwritten signature in black ink, appearing to be 'C. Smith', written over a horizontal line.

Executive Director

CATEGORY:

Finance

TOPIC:

Maintenance of Equipment

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### POLICY

It is the policy of Community Living Thunder Bay (CLTB) that equipment on premises owned or operated by the agency shall be maintained as recommended by the manufacturer.

Ontario Regulation 299/10 has minimum standards in place that we must comply with.

**GENERAL MANUAL PROCEDURE**

**TOPIC:** Maintenance of Equipment

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**PROCEDURE**

1. The Purchasing Agent is responsible for ensuring regular inspections take place and for recording all inspections on the Property Maintenance Log.
2. Regular inspections include (but are not limited to):
  - a. Furnace inspections are performed twice a year on the buildings CLTB owns and once a year on rentals;
  - b. All agency owned vehicles will be inspected a minimum of once annually, will have regular oil changes (as determined by the manufacturer), and regular repairs as needed;
  - c. Fire extinguishers will be inspected annually as part of the annual fire department inspection; and
  - d. All lift systems and tracking will be inspected a minimum of annually or according to manufacturers' directions.