POLICY & PROCEDURE NUMBER: 2.2
DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance Procedures – Daily Rounds Inspection*

APPROVAL DATE: June 2015
REVISION DATE: Oct. 2019

REVISION DATE: December 2016; July 2018

POLICY:

Preventative maintenance checks will be completed through daily inspections in order to verify correct operation of all building equipment and systems.

PROCEDURE:

Maintenance staff shall check the following equipment and systems daily:

1. Metasys Building Automation System (BAS) for any equipment/systems Alarms.

2. Metasys BAS for air conditioning equipment, heating equipment, discharge air temperatures and area space temperatures. Ambient space temperatures in all resident occupied areas are maintained at a minimum of (72 deg. F/ 22 deg. C) Temperatures less than (72 deg. F/ 22 deg. C) will be reported to the Manager of Corporate Facilities (or designate) for corrective action.

3. Check TheWorxHub system for work order requests and preventative maintenance work orders.
    - Complete work orders as requested, on a priority basis – ensure any item identified as a health and safety risk are addressed immediately.
    - Add comments and complete work orders in TheWorxHub system to identify work that has been completed.

4. Conduct daily building rounds to check on the operation of all equipment and systems.

5. Check the resident hot water temperature (at source) to ensure it is within operating parameters (i.e. < 120 deg. F / 49 deg. C) and log reading (to be maintained between (104-120 deg. F / 40-49 deg. C)

6. Check Kitchen hot water temperature to ensure it is within operating parameters (i.e. 140 - 180 deg. F / 60– 82 deg. C) depending if dishwasher on site has hot water boosters.

7. Check Laundry hot water supply temperature is consistently maintained between (140 - 160 deg. F / 60 - 71 deg. C).

8. Conduct building rounds of the exterior of the building to check for any abnormalities.

9. Check fire sprinkler system and fire pump pressure readings.

10. Check fire alarm panel display for Trouble(s) and/or Alarm(s).

11. Check exit lights to ensure that they have not been damaged and that they are illuminated.

12. Check entrances, emergency exits and walkways to ensure they are clear of snow & ice (seasonal).

13. Check that all stairwells are unobstructed, and there is no storage of materials of any kind in the stairwells.

14. Torches, regulators and welding equipment must be checked for defects.

15. Ensure all combustible equipment is securely stored when not in use (i.e. O2 tanks, Acetylene Tanks, Propane Tanks, etc.).

16. Complete other assignments as requested. Any work order identified as a Health and Safety Risk will be addressed immediately.