



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.1

DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance
Procedures – Contractor
Maintenance Services*

APPROVAL DATE: June 2015

REVISION DATE: Oct. 2019; Nov. 2022

REVIEW DATE: July 2018

POLICY:

Qualified maintenance service contractors shall provide maintenance services (i.e. snow removal, grass cutting, landscaping, spring clean-up, and preventative equipment maintenance, etc.).

PROCEDURE:

1. The Manager of Corporate Facilities or designate will supervise and continue to monitor facilities personnel and persons (contractors) who provide occasional maintenance or repair services (including routine monitoring and inspections) to the Home.
2. Any concerns regarding maintenance services shall be relayed to the Manager of Corporate Facilities or designate and the Manager of Corporate Facilities will communicate with the maintenance contractor for intervention.
3. Maintenance service agreements shall be coordinated through the Purchasing Coordinator according to the County's Procurement Policy.
4. Maintenance contractors shall adhere to the requirements under the Fixing Long-Term Care Act, 2021 and ON Reg. 246/22 and will ensure its employees review and are knowledgeable of the contractor information provided through the purchasing coordinator at time of contract award.
5. Resident safety and security will be ensured at all times; tools and work supplies shall not be left unattended, work areas will be properly secured to prevent cross contamination/debris maintenance and restrict access to residents, visitors and staff.