



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.10

DEPARTMENT: *Maintenance*

SUBJECT: *Maintenance
Procedures – Preventative
Maintenance Work Orders*

APPROVAL DATE: June 2015

REVISION DATE: November 2022

REVIEW DATE: Oct. 2019; March 2022

PURPOSE: Preventative maintenance is a very important component of incident prevention as well as preventing the breakdown of equipment that is vital to the regular operations of the business. In order to meet our due diligence requirements under the Occupational Health and Safety Act, The County of Elgin will implement a preventative maintenance program. This program will ensure that County owned homes and equipment are properly maintained and all records of maintenance are kept filed.

POLICY: All equipment within the workplace shall have regularly scheduled maintenance as per the safe operating procedures and as recommended by the manufacturers or prescribed under the Occupational Health and Safety Act. The maintenance of the physical plant and other equipment shall conform to the requirements as described in the weekly, monthly, quarterly, semi-annual and annual maintenance work orders produced by TheWorxHub (maintenance management software).

PROCEDURE:

1. Preventative maintenance procedures are outlined in TheWorxHub maintenance schedule. In performance of this work, staff and contractors will take all the necessary steps to ensure safe working conditions.
2. Daily, weekly, monthly, quarterly, semi-annual and annual maintenance inspections are outlined for the listed equipment. The work is carried out by maintenance staff, and outside contractors. Scheduled work orders will pop up on TheWorxHub describing the maintenance required.
3. Records of preventative maintenance will include the following:
 - Maintenance schedule
 - Inspector's name
 - Work performed
 - Deficiencies
 - Corrective action by whom, what and when.
 - Date action completed.
4. The licensee shall ensure that procedures are developed and implemented to ensure that:



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- a) electrical and non-electrical equipment, including mechanical lifts, are kept in good repair, and maintained and cleaned at a level that meets manufacturer specifications, at a minimum;
 - b) all equipment, devices, assistive aids and positioning aids in the home are kept in good repair, excluding the residents' personal aids or equipment;
 - c) heating, ventilation and air conditioning systems are cleaned and in good state of repair and inspected at least every six months by a certified individual, and that documentation is kept of the inspection;
 - d) all plumbing fixtures, toilets, sinks, grab bars and washroom fixtures and accessories are maintained and kept free of corrosion and cracks;
 - e) gas or electric fireplaces and heat generating equipment other than the heating system referred to in clause (c) are inspected by a qualified individual at least annually, and that documentation is kept of the inspection;
 - f) hot water boilers and hot water holding tanks are serviced at least annually, and that documentation is kept of the service;
5. Manager of Corporate Facilities or designate will review all preventative work orders on an annual basis, improvements will be made based on findings in the review.

RESOURCE:

Fixing Long-Term Care Act, 2021

<https://www.ontario.ca/laws/regulation/r22246#BK116>