



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.24

DEPARTMENT: *Maintenance*

SUBJECT: *Tools and Equipment*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

POLICY:

Facilities personnel will have the proper tools so they may perform their duties in a safe, efficient manner.

A list of all tools and equipment used in the Facilities Department shall be maintained.

PROCEDURE:

The Manager of Corporate Facilities or designate will:

1. Ensure that an inventory list of all tools is maintained for the Facilities Department.
2. Ensure tools are safely and securely stored at all times.
3. Complete periodic inspections to ensure tools are in good working order.
4. If new tools are required facilities staff must seek approval from Manager of Corporate Facilities or designate before purchasing.