

Section 13: Maintenance Planning**Purpose:**

The purpose of the 5-year Maintenance Plan is to maintain operations of HWDSB facilities within the guidelines defined by the Annual Plan (School Renewal), Long-Term Facilities Master plan and any and all other policies or procedures as approved by the HWDSB.

The Maintenance Plan provides a means of measuring actual progress against planned accomplishments. Through tracking of trending analysis, deficiencies may be maintained at a manageable level or used to reflect an unmanageable area of concern that should be addressed in future budget processes.

It is the goal of Facilities Management to efficiently utilize all available resources to gain the greatest return on HWDSB investments.

Objectives:

The objectives of the 5-year Maintenance Plan are to:

1. Ensure that facilities are operated in an effective, safe, and economical manner.
2. Provide maintenance planning for buildings, grounds, and equipment, which eliminates or reduces, the risk of failure and safety hazards; thereby, protecting the occupants as well as the investment.
3. Provide minor alterations to facilitate the continued functionality of buildings as their educational needs and uses change over time.
4. Provide continuous use of facilities without disruption to programs by applying the principles of Preventive Maintenance (PM), thus reducing the possibility of emergency repairs.

5-Year Plan:

Staff will continue to audit the Facility Condition Index (FCI) prepared by VFA Canada of each of the 104 schools in the current HWDSB inventory, balancing the reactive and proactive maintenance needs of each facility. The reactive and proactive needs will be tracked utilizing the work order system and software adopted by HWDSB. The ultimate objective of the plan is to transition from a reactive plan to a predictive and preventative (proactive) plan that will permit the proper allocation of funds to the needs of the inventory, reduce emergency spending, and prolong the lifecycle of assets in the inventory.

Resources:

The execution of the Maintenance Plan is led by the Facility Operations Manager, who is supported by a team of 15 Facility Operation Supervisors. Those supervisors are each assigned to a Secondary School and the associated feeder schools, and are responsible to oversee school custodial and maintenance activities and staffing throughout the operating school day. In addition to the 15, 1 additional afternoon Facility Operation Supervisor oversees and is responsible for the inventory of facilities during the afternoon and evening caretaking shifts.

Preventative Maintenance (PM) is completed by CUPE Maintenance and Caretaking staff, who regularly inspect and service equipment on a scheduled basis. Reactive and proactive maintenance service is also provided by third party service providers as the need arises.