

VILLAGE OF MIDWAY

POLICY AND PROCEDURES MANUAL

RISK MANAGEMENT POLICY - "MUNICIPAL BUILDING MAINTENANCE"

Policy No. 340 - (also refer to Policy #366 "Fire Safety Inspections")

GOAL:

The Village of Midway's Public Works Department in conjunction with the Parks and Recreation Department will be responsible for operating and maintaining all municipal buildings for the benefit of the community.

PURPOSE:

To provide regular, routine and recorded inspections in accordance with Schedule 1, page 4 of the Works and Services Operational Policy, with the assistance of user groups and other Village Departments balanced against the nature and quality of risks involved, budgeting limitations, availability of personnel and equipment.

PROCEDURE :

The Village will from time to time establish and implement the necessary policies and procedures as deemed necessary and appropriate to ensure the safe and efficient operation and maintenance of municipal buildings.

For general information on Municipal Buildings and Facilities, refer to the Works and Services Operational Policy, Schedule 1, page 4.

Also refer to Public Works Policy No. 200, Section 6, "Municipal Building."

**POLICY NO. 340 APPROVED BY RESOLUTION
OF COUNCIL November 29, 1999.**



Administrator

VILLAGE OF MIDWAY

RISK MANAGEMENT PLAN

ITEM	DESCRIPTION	LEVEL OF SERV.	SCHEDULE	TIME REQUIRED
<u>MUNICIPAL BUILDINGS</u>				
Public Works Department	Municipal Hall	Twice per year	Spring & Fall	
	Fire Hall Bays	Twice per year	Spring & Fall	
	EHS/Ambulance	Twice per year	Spring & Fall	
	Public works bldg	Twice per year	Spring & Fall	
	Medical Clinic	Twice per year	Spring & Fall	
	Physiotherapist	Twice per year	Spring & Fall	
	Chiropractor	Twice per year	Spring & Fall	
	Community Centre	Twice per year	Spring & Fall	
Recreation Department	B.E.R.C.	Weekly	When Arena is Used	
	B.E.R.C.	Monthly	All Other Times	
	Library	Twice per year	Spring & Fall	
	Golf Club House	Once per year	Prior End of Season	
	Museum	Once per year	April/May	
	CP Station	Once per year	April/May	
	CP Bunk House	Once per year	April/May	
	Open Display Bldg	Once per year	April/May	
Seniors Building	Twice per year	Spring & Fall		

Note: 1. Repairs of a general nature as per work schedule - Repairs and or corrections of a Risk Management/Liability Nature to be looked after immediately.

2. User Group in Municipal Facilities will complete monthly inspections when buildings/facilities are being utilized;

Library	12 Inspections (monthly)
Community Hall	12 Inspections (monthly)
Seniors Drop-in Centre	12 Inspections (monthly)
Ambulance Building	12 Inspections (monthly)
Kettle River Museum	Monthly during Season
Kettle Valley Golf Club	Monthly during Season
Fire Hall/Bays 2,3 & Training Area	12 Inspections (monthly)