

FACILITIES MAINTENANCE POLICY



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Effective Date	March 5, 2019	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Cross-Reference	1. Acquisition and Management of Art Policy 2. Facility User and Booking Policy 3. Poster Policy
Approver	Executive Council		
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. This Policy refers to maintaining the aesthetics of the Institution’s classrooms and public spaces, as well as optimizing the operations and maintenance of its facilities in accordance with Institutional requirements and in compliance with building codes, regulations, standards and guidelines (particularly APPA: Leadership in Educational Facilities, and the Building Owners and Managers Association).

2. Background

- 2.1. GPRC’s facilities exist for the primary use of students, faculty, and staff for the purpose of educational instruction, student development and engagement, and administrative activities. Well-designed, operated and maintained facilities support the achievements of GPRC’s strategic goals.

3. Policy Objective

- 3.1. The objective of this policy is to maintain the institution’s physical infrastructure thereby promoting a safe, functional, and aesthetically appropriate environment.

4. Scope

- 4.1. The Policy applies to all members of the GPRC community utilizing the Institution’s facilities.

5. Definitions

- 5.1. “Premises” means all College campus, grounds, and buildings that are owned, leased, or operated by the College.

6. Guiding Principles

- 6.1. GPRC endeavors to present a professional, credible image to the public, and to maintain an environment supportive of teaching and learning. This extends to the physical structures at each campus through best practices in facilities management, maintenance, and operations. GPRC must ensure that the premises are appropriate to a post-secondary learning environment.
- 6.2. Maintenance of the physical structures of the premises may be planned, corrective or preventative. Facilities – Maintenance and Operations will utilize infrastructure maintenance funding to address the ‘life cycle’ requirements of campus buildings and related equipment in accordance with best practices, building codes, and equipment specifications.

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- 6.3. Facilities will work with consultants, engineers, and architects to provide environmentally sound practices, for upgrades, renovations, and new constructions with energy efficient equipment, controls, and management.
- 6.4. Furniture intended to meet functional requirements, and increase aesthetic appeal is strategically located indoors by entrances, corridors, classrooms, offices, and hallways. This furniture shall not be removed from its designated area without approval from Facilities – Maintenance and Operations. Approval for the placement of temporary furniture (e.g. tables, chairs, special events display units, etc.) must go through Facilities – Maintenance and Operations.
- 6.5. Signage inside and outside of buildings, and in parking lots should be standardized for readability and legibility. All signage, including building identification, public information and directional, should enhance familiarization with GPRC, and contribute to its aesthetic appeal.
- 6.6. Any request involving permanent signage, additional bulletin boards, placement of vending machines, or other alterations to the structure or finish of the Institution must be referred to Facilities – Maintenance and Operations.
- 6.7. Non department-specific display cases are to display quality art, artifacts, and other exhibits of interest to the GPRC community. Brochure display units are placed throughout the interior of the premises. The brochures are to be maintained by their respective departments.
- 6.8. All building requests for service, or program / event support, at the Grande Prairie and Fairview campuses must be submitted through a support request or by contacting Facilities – Maintenance and Operations for that campus. The request will be reviewed and a determination will be made as to the scope of work, priority, and required trade(s).
 - 6.8.1. A department is responsible for the costs or repairs / maintenance of departmental equipment.
- 6.9. All physical changes, including major maintenance, alterations, renovations, and upgrades to GPRC facilities must meet building, fire, and safety code requirements; address construction standards and Occupational Health & Safety requirements, and these projects are managed by Facilities – Maintenance and Operations.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy.
Director, Facilities – Maintenance and Operations (or designate)	<ul style="list-style-type: none">• Oversee the implementation of this policy.
GPRC Community	<ul style="list-style-type: none">• Be aware of and abide by this policy.

8. Exceptions to the Policy

- 8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President, Administration.

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8.1.1. Policy exceptions must describe:

8.1.1.1. The nature of the exception

8.1.1.2. A reasonable explanation for why the policy exceptions are required

8.1.1.3. Any risk created by the exceptions to this policy

8.1.1.4. Evidence of approval by the Vice-President, Administration

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance and Operations.

10. Amendments (Revision History)

10.1. Amendments to this policy will be published from time to time and circulated to the College community.