

FACILITIES MAINTENANCE POLICY

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Effective Date	August 4, 2026	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Cross-Reference	1. Acquisition and Management of Art Policy 2. Space Management Policy 3. Facility Access Policy
Approval Authority	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. Scope

- 2.1. The Policy applies to all members of the NWP community utilizing the Institution's facilities.

3. Reason for Policy

- 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. Definitions

- 4.1. "Premises" means all NWP campus, grounds, and buildings that are owned, leased, or operated by NWP.

5. The Policy

- 5.1. NWP 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. NWP must ensure that the premises are appropriate to a post-secondary learning environment.
- 5.2. Maintenance of the physical structures of the premises may be planned, corrective or preventative. Facilities – Maintenance and Operations will address the 'life cycle' requirements of campus buildings and related equipment in accordance with best practices, building codes, and equipment specifications, and within approved funding parameters

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- 5.3. Facilities will work with consultants, engineers, and architects on all upgrades, renovations, and new construction energy efficient equipment, controls, and management where fiscally practical and in alignment with institutional strategic plan.
- 5.4. Furniture selection, purchase, and physical placement is managed by Facilities – Maintenance and Operations. Furniture purchased should meet Institutional standards and meet the functional requirements of the space. 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.
- 5.5. 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 NWP, and contribute to its aesthetic appeal.
- 5.6. Any request involving permanent signage, additional bulletin boards, mural and partner recognition, or other alterations to the structure or finish of the Institution must be referred to Facilities – Maintenance and Operations.
- 5.7. Non-department specific display cases are to display quality art, artifacts, and other exhibits of interest to the NWP community.
- 5.8. All building requests for service, or program / event support on NWP premises must be submitted electronically by using NWP's support request system. The request will be reviewed by Facilities – Maintenance and Operations and a determination will be made as to the scope of work, priority, and required trade(s).
 - 5.8.1. Facilities – Maintenance and Operations can reject a support request, extend the response time for a support request, or modify the support request based on the availability of staff resources, funds, or management review.
 - 5.8.2. Provide Facilities – Maintenance and Operations ample notice for time-sensitive support requests. In most cases, at least 14 days' notice is required for a support request that must be delivered by a particular time. Any time-sensitive support requests submitted at short notice may not be fulfilled, or potentially delayed.
 - 5.8.3. Emergency work orders take priority over all other work and require immediate action to address situations the present immediate or imminent danger to life, health, safety, security, or significant damage to buildings, equipment, or other property.
- 5.9. All physical changes, including major maintenance, alterations, renovations, and upgrades to NWP 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.
- 5.10. Faculties and departments are responsible for the maintenance, repairs, costs and expenses of their equipment, mechanical devices, vehicles, and accessories.
- 5.11. An emergency such as fire or explosion, flood, or major water leaks, smell of gas, power outage to an entire building, wing or floor, emergency clean-up biohazards, elevator entrapment, and direct health or safety risks must be reported to Campus Security immediately.

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- 5.12. Snow and ice clearance activities are coordinated by Facilities – Maintenance and Operations based on priority. The objective is to reduce snow and ice hazards on high traffic sidewalks, steps, ramps, and parking lots on campus for the safety of our campus community.
 - 5.13. Facilities – Maintenance and Operations is responsible for the execution of space management processes and procedures.
6. Revision History
- 6.1. Amendments to this policy will be published from time to time and circulated to the NWP community.