

Maintenance Procedures

1. Purpose

The Boys & Girls Club of the Heartland is committed to ensuring that all organizational property, including equipment, facilities, and vehicles, remains in good condition to support the club's mission and provide a safe and functional environment for staff and members. This Property Maintenance Procedure outlines guidelines and practices to effectively maintain and manage our property.

2. Scope

This procedure applies to all organizational property, including but not limited to:

- Equipment
- Facilities, including buildings and grounds
- Vehicles

3. Preventive Maintenance

3.1. Preventive maintenance schedules shall be established and maintained for all equipment and facilities, outlining routine inspections, servicing, and maintenance tasks.

3.2. Preventive maintenance tasks shall include, but not be limited to, cleaning, lubricating, calibrating, and replacing worn parts.

3.3. Equipment and facility maintenance schedules shall be developed based on manufacturer recommendations, industry best practices, and the specific needs of the organization.

4. Inspections

4.1. Regular inspections shall be conducted to identify potential issues, safety hazards, or maintenance requirements.

4.2. Inspections shall be performed by qualified personnel or third-party contractors as needed.

4.3. Inspection reports shall be documented, and any identified issues shall be addressed promptly.

5. Repair and Maintenance

5.1. Repairs and maintenance work shall be assigned to qualified and authorized personnel or contractors.

5.2. All repair and maintenance work shall be documented, including the scope of work, date of service, and personnel or contractor responsible.

5.3. Emergency repairs shall be addressed immediately to prevent further damage or safety risks.

6. Safety and Compliance

6.1. Property maintenance activities shall adhere to safety standards and regulatory requirements.

6.2. All maintenance personnel shall be trained and equipped to perform their tasks safely and efficiently.

6.3. Compliance with environmental, health, and safety regulations shall be a priority during maintenance activities.

7. Facility and Grounds Maintenance

7.1. Regular cleaning and maintenance of facilities and grounds shall be scheduled to ensure a clean, safe, and welcoming environment for staff and members.

7.2. Maintenance of outdoor areas, including landscaping and play areas, shall be conducted to promote safety and aesthetics.

8. Vehicle Maintenance

8.1. Vehicles owned or leased by the Boys & Girls Club of the Heartland shall be subject to routine maintenance, including oil changes, tire rotations, inspections, and necessary repairs.

8.2. Vehicle maintenance records shall be maintained to track servicing and repair history.

9. Record-keeping

9.1. Detailed records of all property maintenance activities, including inspection reports, repair logs, and maintenance schedules, shall be maintained for reference and compliance purposes.

10. Training and Awareness

All personnel responsible for property maintenance shall receive training on this Property Maintenance Procedure, safety protocols, and relevant equipment operation and maintenance.

11. Compliance Monitoring

Regular audits and assessments shall be conducted to verify compliance with this procedure, and any non-compliance shall be addressed promptly.

12. Review and Revision

This Property Maintenance Procedure shall be reviewed annually and updated as necessary to reflect changes in maintenance practices, equipment, or facilities.

By implementing this Property Maintenance Procedure, the Boys & Girls Club of the Heartland aims to ensure the longevity, safety, and functionality of its property. Effective property maintenance contributes to a positive environment for staff and members while protecting the organization's assets. Failure to comply with this procedure may result in disciplinary actions or reputational damage to the organization.