



Notice

No: 09-08

APPLICABLE TO:**DATE: July 13, 2009**

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input checked="" type="checkbox"/>	Federal Non Profits
<input type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Preventative Maintenance Program and Workshop

BACKGROUND

The physical condition of affordable housing and the adequacy of housing provider capital reserves have been a concern for some time. Recent stimulus programs and changes to year end surplus policies provide additional funds for major capital repairs and reserve funds. These programs help ensure that affordable housing continues to be well maintained as buildings age. An important component of the physical condition of buildings (i.e., asset management) is a comprehensive and documented Preventative Maintenance Program.

The goal of a preventative maintenance program is to prolong the life of building components and ensure equipment is running efficiently. A good preventative maintenance program will save money for the housing provider and will help preserve the environment.

Generally, housing providers maintain their buildings in an effective manner. However, in some cases, daily/weekly/monthly/seasonal activities, processes and procedures are not formally documented, and may only be known by the maintenance staff person.

A well-documented preventative maintenance program is also a key component of succession planning, which guards against unnecessary risk exposure and potential liability for housing providers.

IMPLEMENTATION

Housing providers are required to develop a comprehensive and documented Preventative Maintenance Program by December 31, 2009.

A Preventative Maintenance Program should include (*at minimum*):

- Building profile
- Inventory of all building components
- Procedures and schedules for maintaining the building components
- How and when to conduct inspections (common area, unit)
- What can on-site staff do and what should be done by a qualified professional
- Maintenance standards
- Unit alteration policy/by-law
- What documents should be available (i.e. as-built drawings, construction specifications etc.)

Preventative Maintenance Workshop

To assist housing providers in developing their preventative maintenance program, NRH has organized a Preventative Maintenance Workshop to be held in September 2009. The workshop will be delivered by the Asset Management Centre (*SHSC*). Please refer to Appendix “A” for details.

Service Manager’s Role

NRH will ensure compliance with this Notice through the operational review process.

Housing Provider’s Role

Housing providers are required to develop and implement a documented Preventative Maintenance Program by December 31, 2009 and are required to attend the preventative maintenance workshop to be held in September 2009. The person responsible for the development of the plan should attend the training workshop.

If you have any questions regarding this notice, please contact your Housing Administrator at (905) 682-9201.

Lora Beckwith,
General Manager

Enclosures:

Appendix “A” - Training information and Registration Form
Appendix “B” - Preventative Maintenance Workshop Flyer (AMC)

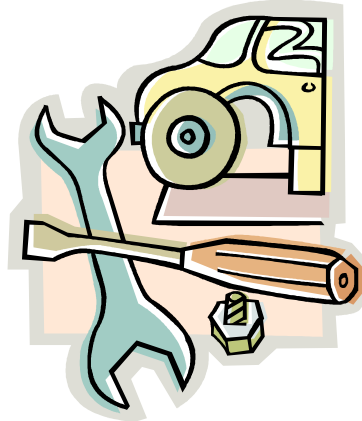
Appendix “A”**Niagara Regional Housing**

Invites you to attend a one-day

Preventative Maintenance Workshop

(Delivered by the Asset Management Centre)

Space is limited so sign up early to guarantee your spot. One session will focus on preventative maintenance in a typical townhouse community and the other will focus on an apartment building. The sessions are held on-site to give you an opportunity to tour the facility, see actual building components and share best practices. Refer to the attached flyer for more details.

**Session 1**

Tuesday, September 22, 2009 - 9:00 a.m. to 4:00 p.m.

Northtown Co-operative Homes Inc.

366 Thorold Road, Welland ON

Focus: Townhouses

Session 2

Wednesday, September 23, 2009 - 9:00 a.m. to 4:00 p.m.

Niagara Ina Grafton Gage Home

413 Linwell Road, St. Catharines, ON

Focus: Apartments

Cost: \$175 per participant

Please make your cheque payable to Niagara Regional Housing and send the cheque together with the following registration form by September 11, 2009 to:

Paula Silta, Program Support Co-ordinator
Niagara Regional Housing
P.O. Box 344
Thorold, ON L2V 3Z3

Name of Housing Provider	
Name	Position
Name	Position