

Housing Division Notice

Date: October 17, 2008

HDN# 2008 - 138

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

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Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

Subject: PREVENTATIVE MAINTENANCE MANAGEMENT

Background:

All Housing Providers are required to ensure that their housing developments are well managed and are maintained in a satisfactory state of repair in order to provide for the health, safety and well-being of their residents and also to preserve the value of their assets.

Preventative maintenance management consists of planning, organizing, directing and controlling required maintenance operations. With few exceptions, it is best to follow a preventative maintenance program. The benefits of a preventative maintenance program include lower overall maintenance costs, greater system reliability and increased resident satisfaction.

A comprehensive preventative maintenance program will set out a schedule for inspection and maintenance of all building components in order to ensure that they are performing their intended function. Maintenance records are also an important part of a preventative maintenance program. In some cases legislation requires that Housing Providers maintain accurate records. Maintenance records help to identify trends that will be useful for budgeting purposes.

A preventative maintenance program should include the following information:

- General maintenance schedule and checklists
- Move-in/move-out unit inspection checklists
- Annual unit inspection checklist
- Maintenance request form (work order)

Application:

In order to assist Housing Providers with their preventative maintenance management, the Housing Division has developed standardized general maintenance schedules, unit inspection checklists and a maintenance request form.

The following schedules, checklists and forms can be found and downloaded from the Housing Division's website at <http://housing.london.ca>

- General Maintenance Schedule – Apartment
- General Maintenance Schedule – Townhouse
- Inspection Checklist – Apartment Unit
- Inspection Checklist – Townhouse Unit
- Maintenance Request Form

The Housing Division would like to thank the members of SHOAC, the London Middlesex Housing Corporation and the County of Middlesex Fire Prevention Officer for their assistance in the development of these forms.

Action:

All Housing Providers are encouraged to have a comprehensive preventative maintenance program in place. The Housing Division is available to modify the standard forms to suit an individual groups needs and to assist in the development of preventative maintenance programs.

Louise Stevens
Director of Municipal Housing