

POLICY TITLE – EQUIPMENT MANAGEMENT & MAINTENANCE
POLICY SECTION – Property & Environment
POLICY NUMBER – 03
DATE OF ORIGIN – August 2010
APPROVED BY – HMCI BOARD OF DIRECTORS- November 10, 2010
REVIEW /REVISION DATE

POLICY STATEMENT - Holiday Manor Co-operative Incorporated (HMCI) is committed to maintaining an inventory of equipment that meets the maintenance and infrastructure needs of its community.

PURPOSE – The purpose of this policy is to identify the equipment needs of HMCI, the measures required to insure the equipment needs of HMCI are current and maintained with a regular inspection schedule and approvals required for loaning of equipment.

DEFINITIONS

Major Equipment – Any major equipment/tools, valued over \$1,000 that are owned by the Co-op.

Minor Equipment – Necessary equipment needs for the daily operations of the HMCI office and maintenance of the Co-op
 Regular Inspection Schedule – A documented log of the review and checking of all equipment owned by HMCI

Equipment Inventory – A list of all HMCI owned equipment that is updated by the Manager of HMCI

PRINCIPLES

1. An inventory of all HMCI equipment will be documented in the HMCI office.
2. The Board of Directors of HMCI, in consultation with staff, will approve major equipment purchases that meet the needs of the Co-op.
3. Staff will submit all equipment requests to the HMCI Manager.
4. The HMCI Manager will determine the need to submit major requests to the HMCI Board that cannot be expensed within the approved annual budget or consult with the Board when there is a need for equipment.
5. The Manager in consultation with maintenance staff will identify the appropriate users of all equipment and the required training needs of all users. This information will be available to all shareholders.
6. The Manager will maintain regular documented inspection schedules for all equipment, in consultation with his/her staff.
7. The Manager will submit an annual request for operational equipment and bring forward any requests for major equipment purchases to the Board as deemed necessary on an as needs basis.
8. Loan of any HMCI equipment to other community parks will require approval of the Manager and/ or maintenance staff, HMCI staff involvement in its use and a pre-determined cost estimate of the use of the equipment and any HMCI staff labour that may be required when loaned.

Note – during the absence of HMCI maintenance staff, the HMCI Manager may consult with his contracted back up or a member of Hitching Post maintenance staff