



Note: this policy sketch is meant only to illustrate the difference and interplay between governing and operating policy. They are not approved policies of HOTM as of 7/1/20 and we haven't made the decision to use this particular template.

BOARD GOVERNING POLICY REGARDING FACILITIES MAINTENANCE

	Governing Policy (Board Level)	Operating (Implementing) Policy (Staff Level)	Responsible Person
1	Preventive maintenance – HOTM will have a preventive maintenance program consisting of (a) inspection and preventive servicing of equipment at prescribed intervals and (b) servicing of equipment which is operating sub-optimally.	<ol style="list-style-type: none"> 1. An inspection & service schedule will be established for all major equipment. 2. Inspections and service will be documented by the maintenance worker in the appropriate platform. 3. A summary report of completed PM will be filed every [calendar quarter] in a way accessible to administration. 4. An outside service will be retained for PM that is beyond the capability of the maintenance department. The outside service will provide documentation of its work in a way that is acceptable to HOTM. The outside service will be evaluated periodically and a new provider retained as needed. 5. Etc. 	<p>Maintenance Director (MD)</p> <p>Maintenance Worker (MW)</p> <p>MD</p> <p>MD</p>