



Infrastructure Maintenance Management Toolkit

Volume III

Guidance on Preparing a Maintenance Management Plan for Buildings

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Abbreviations List

- ACRS = Asset Condition Reporting System
- CCP = Comprehensive Community Plan
- CISP = Community Infrastructure Services Plan
- Community of Practice = Naut'sa Mawt Tribal Council (NmTC) Housing and Infrastructure Community of Practice
- FN = First Nation
- FNIIP = First Nation Infrastructure Investment Plan
- ICMS = Integrated Capital Management System (formerly CAIS)
- ISC = Indigenous Services Canada
- LCM = Life-cycle management
- Library of Maintenance Practices & Library – a component of the Naut'sa Mawt Toolkit for preparing and implementing Community Infrastructure Services Plans (CISPs)
- Library = Library of Maintenance Practices
- KPI = Key performance indicator
- LOS = Levels of Service
- MMP = Maintenance Management Plan
- MTSA = Municipal Type Service Agreement
- NmTC = Naut'sa Mawt Tribal Council
- O&M = Operations and maintenance
- PW = Public Works or Public Works Department
- ROW = Rights of way

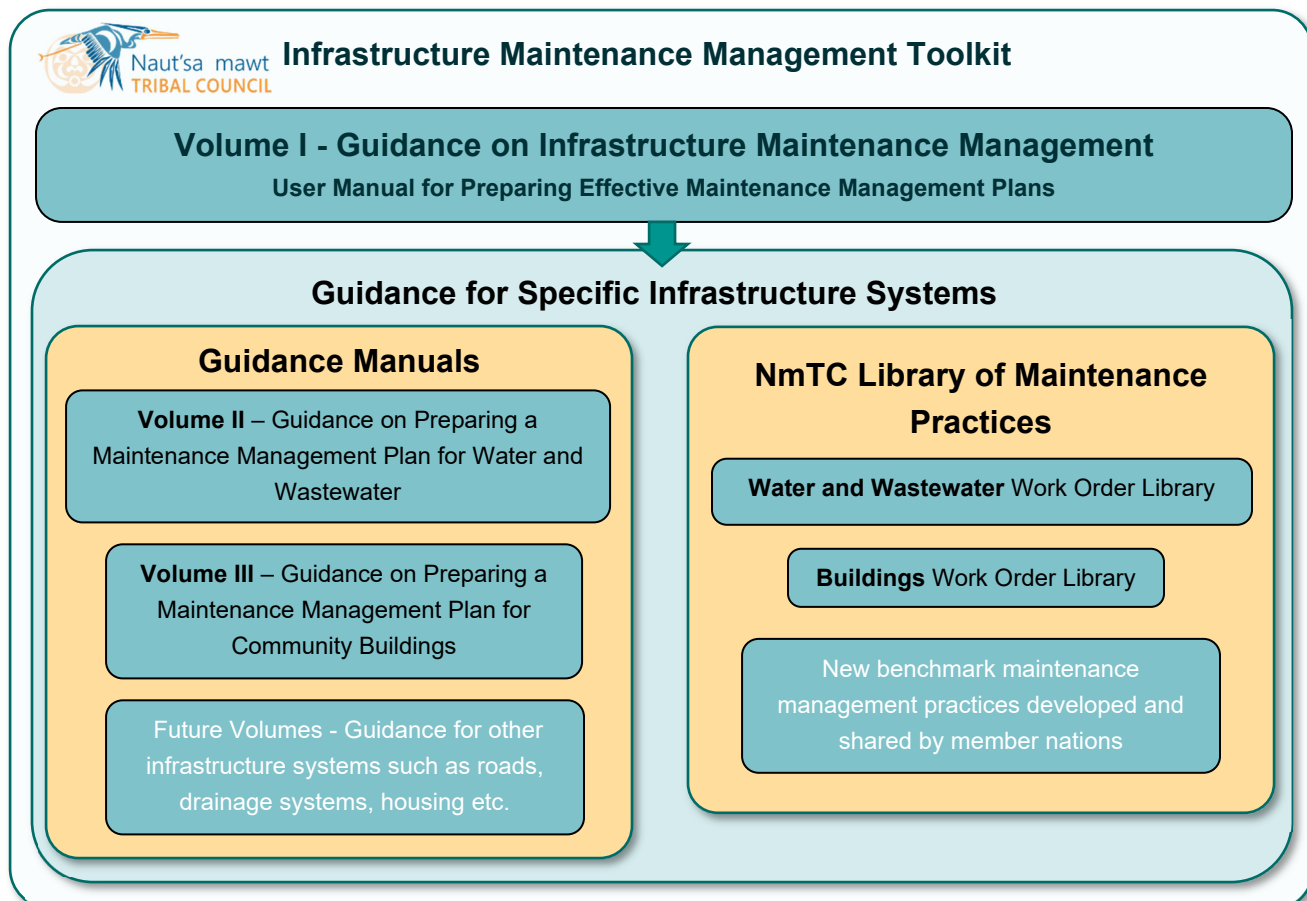
Introduction

Through the Naut'sa mawt Tribal Council (NmTC) Housing and Infrastructure Community of Practice, Naut'sa mawt Member First Nations are working to improve infrastructure management and operational practices. They communicate and share knowledge with each other and collaborate on initiatives. The Nations are working towards a structured, collaborative approach to capacity building, including ready access to relevant information, tools and benchmarks.

Effective maintenance is a key component of preparing and implementing Community Infrastructure Services Plans (CISPs). Readers should refer to the companion document entitled "Preparing a Community Infrastructure Services Plan – User Manual and Sample Plan – Naut'sa mawt Tribal Council – 2021" for more details on the CISP approach.

To promote effective maintenance, Naut'sa mawt prepared the Infrastructure Maintenance Management Toolkit – see Figure 1. The Toolkit provides a step-by-step "how to" method that can be applied to preparing and implementing effective Maintenance Management Plans (MMPs) for all types of community infrastructure, including: water and sewer systems; community buildings; roads; drainage systems; and (potentially) housing.

Figure 1 - Infrastructure Maintenance Management Toolkit



To demonstrate the step-by-step approach to preparing MMPs, NmTC has already prepared 3 Volumes as follows:

Volume I

- Guidance on Infrastructure Maintenance Management – *Provides general guidance applicable to all types of infrastructure.*

Volume II

- Guidance on Preparing a Maintenance Management Plan for Water and Wastewater.

Volume III

- Guidance on Preparing a Maintenance Management Plan for Community Buildings.
(This Manual)

Volumes 2 and 3 apply the general approach set out in Volume 1 and expand scope and level of detail as needed to suit system specific requirements.

Over time, NmTC hopes to expand the Toolkit to include Volumes for other infrastructure systems such as roads, drainage systems and housing.

Effective maintenance is key to successful and efficient delivery of community infrastructure services. As such, key drivers for improving maintenance management include:

- Operations and maintenance (O&M) usually represent over 80% of the total life-cycle cost of asset ownership – value for money in asset management is dependent on effective maintenance management;
- Most communities believe that maintenance funding is insufficient. An effective path to sufficient funding is to demonstrate actual maintenance management revenues and expenses using a formal maintenance budgeting process. The development and implementation of the MMP budget as laid out in this guide will provide documentation of actual maintenance expenses
- Maintenance funding requirements will increase over time as infrastructure ages;
- First Nations need more effective maintenance practices to comply with their Financial Administration Laws (FALs). For example:
 - FNs need to improve Life Cycle Management (LCM) Practices that optimize capital and O&M costs over the service life of an asset; for example, paying more up-front for better construction standards can lead to lower O&M costs and, thereby, lower life-cycle costs;
 - A sustainable funding strategy is required for both capital and O&M. Currently, most FNs have no structured budgeting or funding for O&M, repairs, replacements and/or upgrades;

- There is usually insufficient financial information in a form suitable for effective financial management. To justify budgets and to manage performance, FNs need more structured budgeting and accounting practices involving details on specific maintenance activities;
- First Nations and Indigenous Services Canada have many competing demands for limited funding; effective financial management, including good maintenance budgeting and cost control, will be critical to “making the case” for sufficient, sustainable funding.

The Maintenance Management Toolkit addresses these key drivers by:

- Promoting efficiency and consistency through a comprehensive, common structure of infrastructure types and component categories that generally apply to all community infrastructure;
- Establishing a Library of benchmark, activity based maintenance practices that include details on scope, procedures, cost and schedule.

First Nations can assemble MMPs that are specific to their local infrastructure needs by extracting relevant benchmark practices from the Library of Maintenance Practices. Essentially, Nations should select relevant practices from the Library and adjust them, if necessary, to suit their specific needs. Where a necessary practice is not already included in the Library, the Nation should develop such practice using the benchmark template/approach and should contribute the new practice to expand the Library. In that way, the Library is an evolving body of relevant maintenance management knowledge that is continuously refined and expanded over time based on needs and experience.

- Identifying technical competencies needed to carry out work – including identifying work that can reasonably be done by semi-skilled vs. skilled staff.

The Maintenance Management Toolkit represents the outcome of extensive input by relevant stakeholders including: Naut'sa mawt Members' staff; ISC Circuit Riders; and industry specialist consultants and contractors.

Limitations

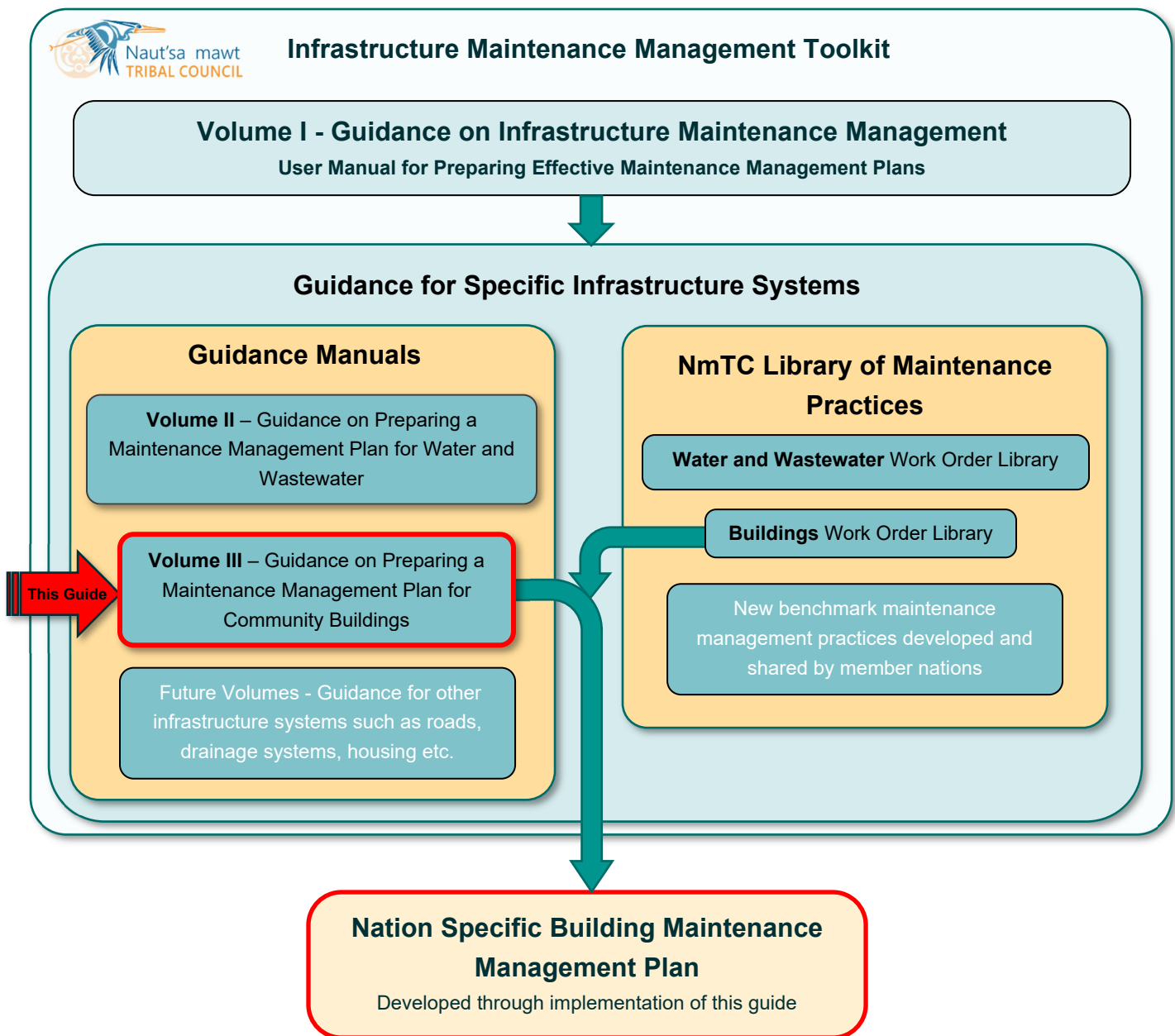
This manual requires First Nation personnel to have an understanding of applicable building codes, best practices for construction and building maintenance, and a knowledge of building assemblies, components, and systems.

Information within this manual may not be complete or accurate. The information, data, recommendations, and conclusions contained in this manual are based on information and data provided by owners, manufacturers, and contractors. The information may be based on information provided that has not been independently verified or that has not been updated. Any use of this manual, or any reliance on decisions to be made based on it, are the responsibility of the First Nation.

Using The Guide

As discussed in the introduction, this guide is a companion user manual developed as part of the **Infrastructure Maintenance Management Toolkit**. This position of this guide within the Toolkit is indicated by the **RED ARROW** below. Implementation of this guidebook will culminate in the production of a functional, nation specific Maintenance Management Plan for Building assets, including associated maintenance schedule and budget.

Figure 2 – Volume II position within Infrastructure Maintenance Management Toolkit



This guide follows a step-by-step approach, introduced in the **Volume I – Guidance on Infrastructure Maintenance Management**, and further detailed in this Guidance Document. The guide is divided into three main sections based on the three steps:



This guide is supplemented by working files that will serve as templates for nation use. Nations are encouraged to re-format templates to suit their specific community needs. Supplementary files that have been included with this guide as part of the Library include:

- **NmTC Community Building Asset List.xls**
- **NmTC MMP Buildings Workbook.xls**
- **NmTC Buildings Work Order Database.zip**
- **NmTC Buildings MMP Template.doc**

These documents will be referenced throughout this guide, and readers are encouraged to have files readily available as they navigate through the three steps of the Buildings MMP development.



STEP 1 : Develop an Asset Inventory

Supplementary Documents Required:

- **Community Building Asset List.xls**
- **NmTC MMP Buildings Workbook.xls**
- **NmTC Buildings Work Order Database.xls**

ASSET INVENTORY OVERVIEW

The asset inventory is the backbone of the MMP, as such, compilation of the asset inventory is the first step of the MMP development process. The inventory begins with the preparation of a community-specific Building Asset List; a catalogue of community buildings that are operated and maintained by the First Nation. The Building Asset List includes high-level details such as building use, site size, and building size.

Following the development of the Building Asset List, an assessment of individual buildings and their associated assemblies, systems, and components is conducted. The accuracy of this assessment is key to a functional building MMP and is the first step in the process of developing inspection and maintenance schedules, annual maintenance budgets, and future capital planning. The greater the level of detail provided, the more accurate the asset inventory results will be.

Buildings that should be included in the Building Asset List are those buildings that support the overall First Nation community. Building uses that should be considered are:

- | | |
|--|---|
| • Administration Buildings | • Community Halls |
| • Schools | • Elders Support Buildings |
| • Daycare Buildings | • Big Houses / Cultural Buildings |
| • Health Care Buildings | • Maintenance Buildings |
| • Commercial Buildings | • Wastewater Buildings (Lift Stations, |
| • Water Supply Buildings (Pumphouses, | Treatment) |
| Treatment) | |

Asset inventories can range from basic to complex and should be continually refined as more information becomes available. Building-specific asset information can be compiled through information presented on as-built drawings which may be available as part of community records, through ACRS, ISC, or through the consulting team that completed the work. In the absence of as-built drawings, building components can be physically documented and measured in the building itself by maintenance staff, or by building inventory consultants. As-built record information and ACRS asset information is suitable for basic inventory. Refined building inventories will require onsite assessments. (Note: ACRS information may not be for the entire building and/or site due to partial funding).

1.1. DEVELOP INVENTORY FOR EXISTING ASSETS

1.1.1. Create Community Building Asset List

To create a **Community-Specific Building Asset List** it is important to first identify the buildings and then define each building asset by a unique asset code. This is crucial for referencing, identifying, and logging asset data information. For the purposes of this guide, it is recommended that building assets are differentiated by community use and location. It is recommended that a unique “Nation Asset Code” be created for each asset based on the actual use of the building. Including a distinct entry for each asset will provide maintenance crews with more accurate information and allow for more precise maintenance and replacement cost projections. It is recommended that the asset description be completed in supplementary document **NmTC Community Building Asset List**, included with this guide.

Figure 1 is a sample Community Building Asset List with Asset Type, First Nation Asset Code & Name, ICMS Asset Code & Name, and building Location. Note that unlisted assets will not have an ICMS asset code or name.

ASSET INVENTORY - BUILDINGS					
ASSET TYPE	NATION ASSET CODE	NATION ASSET NAME	ICMS ASSET CODE	ICMS ASSET NAME	LOCATION DESCRIPTION
ADMINISTRATION	FN-B-01	COMMUNITY BUILDING	001000-01	Community Building	ABC Road, ABC City, BC
COMMUNITY HALL	FN-B-02	ADMINISTRATION BUILDING	004000-01	Band Office	ABC Road, ABC City, BC
OPERATIONS	FN-B-03	MAINTENANCE BUILDING			ABC Road, ABC City, BC
ADMINISTRATION	FN-B-04	FILE STORAGE BUILDING			ABC Road, ABC City, BC
CULTURAL	FN-B-05	LONGHOUSE			ABC Road, ABC City, BC
EDUCATIONAL	FN-B-06	ABC SCHOOL BUILDING			ABC Road, ABC City, BC

Figure 3 - Community Building Master Asset List Example

ISC uses the “ICMS Asset Code” (e.g. 001000-01) to differentiate and itemize assets within a community.

Figure 2 below displays building asset ID's typical to ACRS reports. ICMS assets are commonly grouped by “building use” and one building could have several ICMS asset numbers and names. **Figure 1** shows two ICMS assets in one building (001000-01 Community Building & 004000-01 Band Office).



Figure 4 - Example - ICMS Asset ID

1.1.2. Assemble Reference Documentation

Once the community Building Asset Inventory list has been compiled, it is necessary to gather all pertinent documents for each of the buildings on the list. Useful resources that will assist in the preparation of an individual building asset inventory include:

- **As-built construction drawings**
- **Operations & maintenance documents**
- **Manufacturer's product literature**
- **Warranty information**
- **Consultant reports**
- **Previous ACRS Reports**

As-built construction drawings will provide the fastest and simplest access to building assemblies, systems, and their components. Typical information found on as-built drawings are name of consultant team members, building layout, assembly details, room sizes, materials used, and year of construction. If as-constructed drawings for building assets are not available through First Nation records, they can often be obtained through ISC (for registered assets) and sometimes through the consulting team that designed the building. **Figure 3** below indicates the typical asset information available on an As-Constructed Floor Plan Drawing.

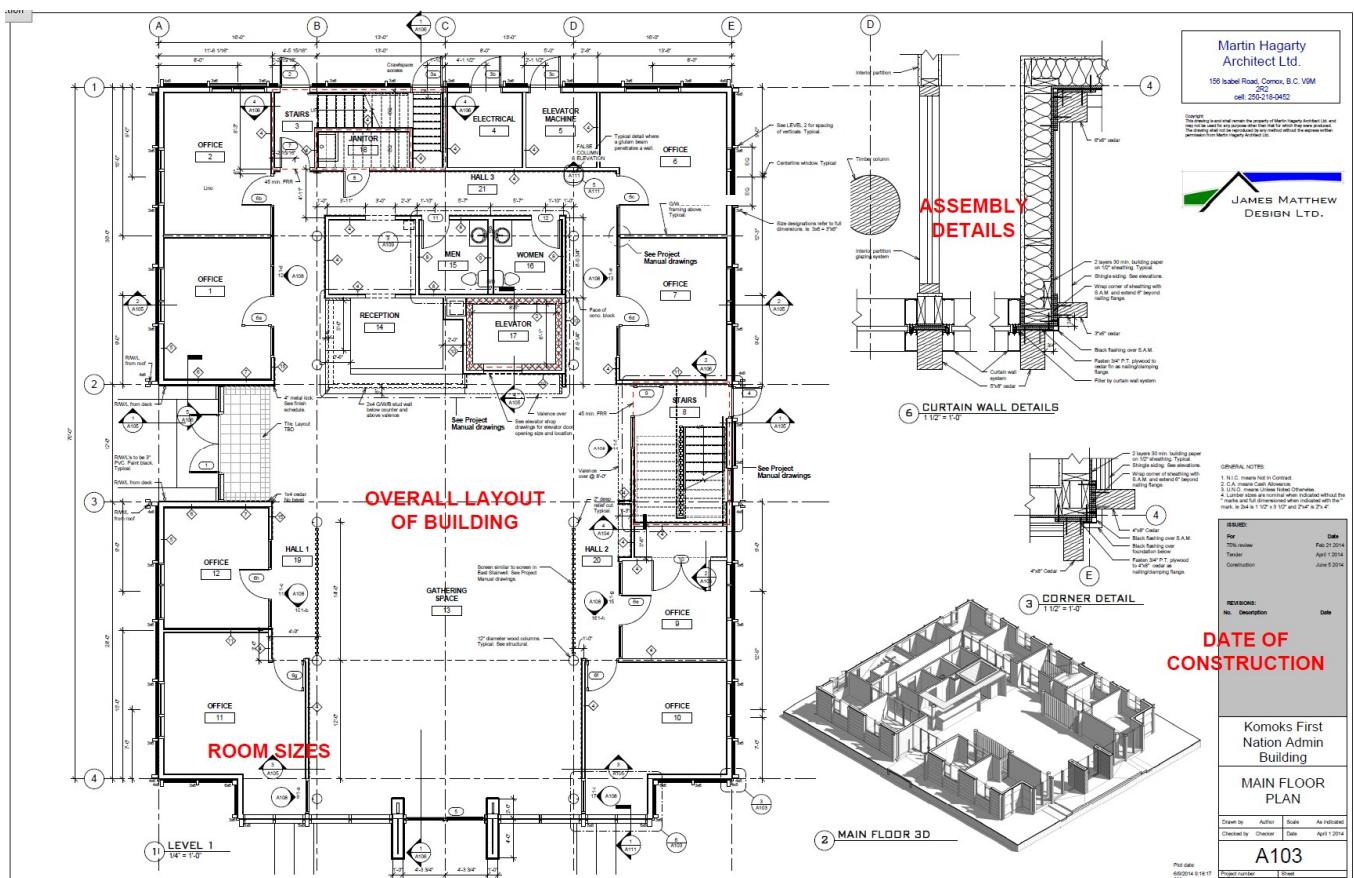


Figure 5 - Location of Asset Data on a Typical As-Constructed Servicing Drawing

If as-built drawings are not available, past ACRS reports can be a good resource for listed assets. **Figure 4** indicates the typical information that can be found on an ACRS Asset Replacement & Valuation Form. It is worthwhile to note that construction documentation including as-constructed drawings for listed assets are stored in ISC records. As-constructed drawings can be requested from ISC and contain more detailed asset information than ACRS reports. Wherever possible, obtaining actual record drawings is preferable to using ACRS data.

Note: ACRS information only refers to the funded portion of the Building Asset. The overall size of the building may vary due to funding source for construction.

ACRS: ASSET REPLACEMENT & VALUATION FORM - BUILDINGS & SCHOOLS					
Band No.	Band Name	Site No.	Site (Reserve) Name		
999	NAME	00999	IR# XX		
Asset Name	Asset Code	Asset	on Rating		
Administration Building	B5B	1004			
Describe Asset Location	Year of Construction	Quantity	Units	General Life Expectancy (years)	Estimated Remaining Life (years)
Main Street	1998	232	sq. m	50	23

INFORMATION COLLECTED FOR DATA ASSET COLLECTION WORKSHEET

ESTIMATED REPLACEMENT VALUES (2018 Construction Costs)			
Construction Elements/Components	General Life Expectancy	Estimated Remaining Life	Cost
Demolition	50	23	\$ 300,000.00
Site Development	50	23	\$ 125,000.00
Site Services	50	23	\$ 75,000.00
Inspection Fees	50	23	\$ 75,000.00
Substructure	50	23	\$
Structure	50	23	\$
Roof Structure	50	23	\$
Roof Surface	25	12	\$
Exterior Cladding	25	12	\$
Interior Partitions	25	12	\$
Vertical Movement	25	12	\$
Interior Finishes	15	7	\$
Fitting & Equipment	15	7	\$ 75,400.00
Electrical	25	12	\$ 92,800.00
Mechanical	25	12	\$ 104,400.00
Note - Location Factor = 1.0			

ESTIMATED REMAINING LIFE INFORMATION USED TO ESTABLISH TIME FRAMES OF MAINTENANCE VERSUS CAPITAL COST REPLACEMENT

COST SUMMARY				
Construction Total				1,361,400
Feasibility Total				20,500
Design and Contingencies Total			15%	204,000
ESTIMATED REPLACEMENT COST TOTAL				1,585,900
Unit Rate (Total/Quantity)		232		\$6,835.78

Figure 6 - Typical ACRS Valuation Form

1.1.3. Collect & Input Building Asset Main Data

Upon assembly of pertinent building documentation, inventory of building components can begin. The **NmTC Buildings Workbook.xls** file included with this guide provides the framework for inventory entry. Each building will require a unique copy of the **NmTC Buildings Workbook.xls**. Create a copy of the workbook file for each building and begin with the first building by entering the individual building asset data into the **TABLE OF CONTENTS** tab as demonstrated in Figure 7.

BUILDING SPECIFIC DATA	
Community Name	ABC First Nation
Building Name:	Community Building
Address:	ABC Road, ABC, BC
Year of Construction:	1993
ICMS Asset ID:	A6A-001000-01
Unique Community ID	NAT-BLD-COMM-01
Total Site Area (m ²):	7100
Total Floor Area (m ²):	757
Number of Storeys:	1

Figure 7 - Table of Contents - Building Specific Data

1.1.4. Collect & Input Building Assemblies, Systems, and Component Data

Buildings can be very complex and are comprised of many different assemblies, systems, and components. **Table 1** lists typical building categories and their components that can be found in most communities. To ensure the most beneficial maintenance schedule and budget output, accurate inventory of the following system components is recommended:

Table 1 - Typical Building Categories, Component Assemblies & Associated Finishes:

CATEGORY DEFINITIONS	
1. Site / Grounds / Landscaping	2. Structural
➤ Soft Landscaping & Irrigation ➤ Playfields ➤ Playgrounds ➤ Concrete Unit Retaining Walls ➤ Sidewalks, Curbs & Retaining Walls ➤ Wood & Metal Fencing	➤ Sub-Grade ➤ Foundations ➤ Walls ➤ Roof ➤ Posts, Columns & Beams
3. Building Exterior	4. Building Interior
➤ Structure - Walls ➤ Roofing & Flashing Systems ➤ Deck & Surface Membranes	➤ Ceilings ➤ Walls ➤ Floors

➤ Rainscreen Assemblies ➤ Cladding, Siding, Stucco & Flashing Systems ➤ Gutters & Rainwater Leaders (RWL's) ➤ Caulking & Sealants ➤ Doors, Windows & Hardware	➤ Stairs ➤ Millwork ➤ Washroom Accessories ➤ Appliances ➤ Vertical Movement
5. Mechanical Systems	6. Electrical Systems
➤ Air Handling Units (Rooftop & Crawlspace) ➤ Heating & Cooling Units (Heat Pumps) ➤ Exhaust ➤ Plumbing	➤ Power Supply & Distribution ➤ Life Safety Systems ➤ Fire Alarm ➤ Communication
7. Fire Protection	8. Elevating Devices
➤ Sprinklers & Fire Suppression Systems ➤ Fire Extinguishers	➤ Elevators ➤ HC Lifts

Using reference documents, onsite reconnaissance, and local knowledge, inventory of building components can be entered in the **QUANTITY** column on tab **1. BUILDING ASSET INVENTORY**. It is important to ensure quantities are entered in correct metric units as shown. The more detailed the information gathered at this stage the more complete the MMP will be for maintenance scheduling and budget output. Instructions to add additional components not listed in the template workbook inventory can be found in **Section 4.4**. A sample inventory of Building Interior elements is shown in Figure 8.

CATEGORY	SUB-CATEGORY	Inventory Item	QUANTITY	Units
4. INTERIOR	4.1. Floors	Finished Floor Area	650	m ²
4. INTERIOR	4.1. Floors	Finished Floor Area	650	m ²
4. INTERIOR	4.1. Floors	Damaged Flooring	1	LS
4. INTERIOR	4.2. Walls		1	LS
4. INTERIOR	4.3. Ceilings	Ceiling Tiles	1	1 (Yes)/ 0 (No)
4. INTERIOR	4.4. Doors	Interior Doors	25	Each
4. INTERIOR	4.4. Doors	Damaged Doors	1	LS
4. INTERIOR	4.5. Painting	Finished Walls in Bathroom/Kitchen	200	m ²
4. INTERIOR	4.5. Painting	Finished Walls in Boardroom	150	m ²
4. INTERIOR	4.5. Painting	Finished Walls (remainder of building)	300	m ²
4. INTERIOR	4.5. Painting		1	LS
4. INTERIOR	4.6. Stairs & Railings	Interior Stairs	0	1 (Yes)/ 0 (No)
4. INTERIOR	4.6. Stairs & Railings	Interior Stairs	0	1 (Yes)/ 0 (No)
4. INTERIOR	4.6. Stairs & Railings	Interior Stairs	0	1 (Yes)/ 0 (No)
4. INTERIOR	4.7. Millwork	Millwork/Cabinetry	1	1 (Yes)/ 0 (No)
4. INTERIOR	4.7. Millwork	Millwork/Cabinetry	1	1 (Yes)/ 0 (No)
4. INTERIOR	4.8. Washroom Accessories	Washroom Hand Dryer	0	Each
4. INTERIOR	4.8. Washroom Accessories	Toilet Paper Dispenser	1	1 (Yes)/ 0 (No)
4. INTERIOR	4.8. Washroom Accessories	Toilet Partitions	7	Each
4. INTERIOR	4.9. Window Coverings	Window Coverings	26	Each
4. INTERIOR	4.9. Window Coverings	Window Coverings	1	LS
4. INTERIOR	4.10. Appliances	Residential Appliances	6	Each
4. INTERIOR	4.10. Appliances	Commercial Appliances	6	Each
4. INTERIOR	4.10. Appliances	Residential Dishwasher	1	Each
4. INTERIOR	4.10. Appliances	Commercial Dishwasher	1	Each
4. INTERIOR	4.10. Appliances	Gas Cooker	0	Each
4. INTERIOR	4.11. Other		1	LS
4. INTERIOR	4.11. Other		1	LS
4. INTERIOR	4.11. Other	Monthly Charge - BC Hydro	300	Enter Monthly Charge or 0 if N/A

Figure 8 - Component Data Collection Example (Interior Finishes)

Note that only the **YELLOW** fields require input, blue and white QUANTITY fields are duplicate and will auto populate.

Upon completion of the **1. BUILDING ASSET INVENTORY** input, proceed to the **2. REQUIRED WORK ORDERS** tab. This table will populate a list of work orders based on the component data entered in the BUILDING INVENTORY tab. To populate or refresh the data in this table, right click any cell in the table and select "Refresh" as demonstrated in Figure 9, below.

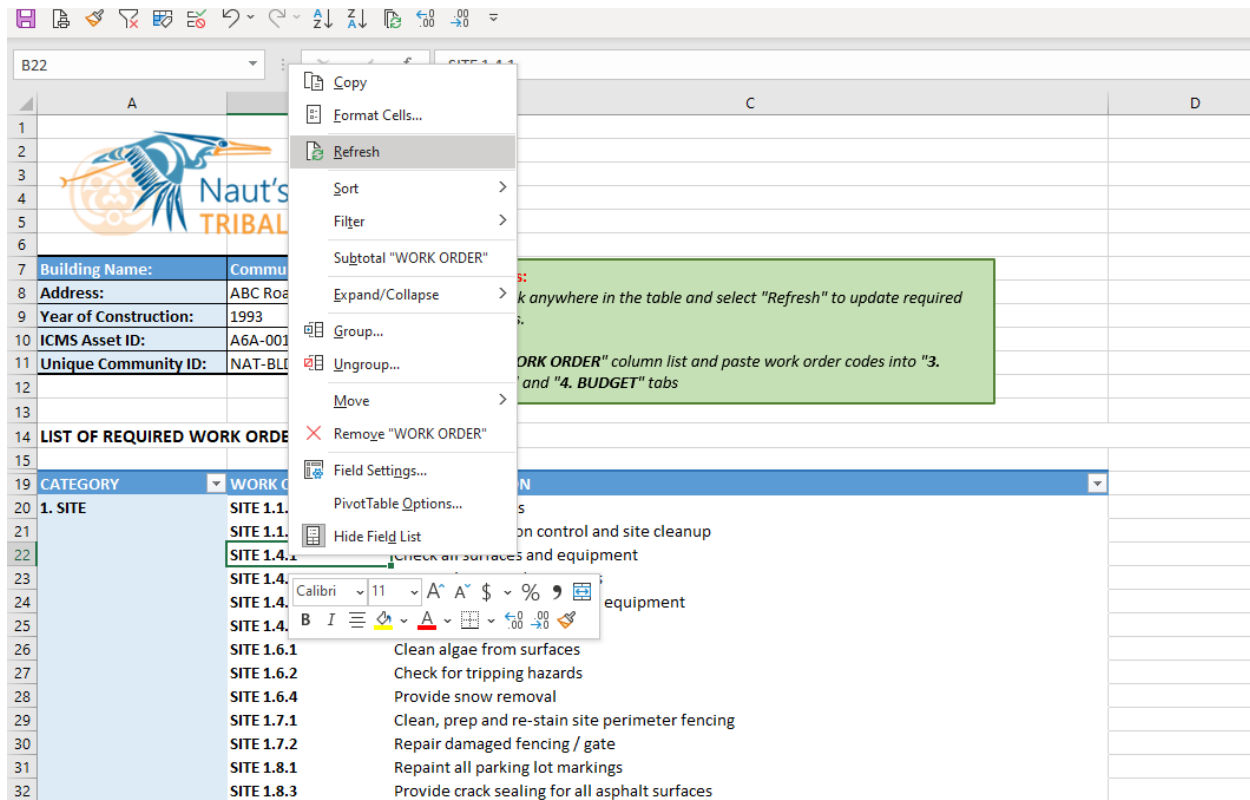


Figure 9 – Refreshing Required Work Orders Example

1.1.5. Asset Condition Assessment

Asset condition for ISC listed assets can be found in ACRS reports. Building condition assessment is a complex process, for unlisted assets, it is recommended that the Nation engage a qualified professional to inspect assets and assess condition according to the following scale:

Table 2 - Condition Assessment Scale

1	2	3	4	5
Not Fit for Purpose: Serious Deficiencies. Significant Health or Safety Risk	Major Defects: Components not functioning to required level of service. Potential health or safety risk.	Major Defects: Components function with intervention/ supervision. No serious health or safety risk	Minor Defects: All components function as intended. No health or safety risk	Fit for Purpose: All components function well. No health or safety risk

While asset condition is not a factor used in the development of annual O&M budgets and schedules through this guidebook, it is a valuable attribute that can be used in projections to estimate remaining service life and forecast component replacement.

1.2. ADD, CHANGE, OR DELETE ASSETS

The Asset Inventory is an evolving document. As building components are replaced or added, and as new building assets are added or old assets decommissioned, the inventories must be updated to reflect the changes. This procedure is only required when an asset status changes and may be skipped upon initial Asset Inventory development.

The following procedure outlines the steps to be taken should a new, altered, upgraded, or deleted asset be identified:

1.2.1. To ADD an asset:

1. Update STEP 1 - Asset Inventory
 - a. **Define Asset (Section 1.1.1):** Determine Asset Location, Asset ICMS Code (if applicable) and create a Nation Asset Code. Add new Asset Definition to a new line in the Community Building Asset List.
 - b. **Assemble Reference Documentation (Section 1.1.2):** For NEW assets this will include new as-built drawings, and any available component maintenance and operation manuals provided by the contractor.
 - c. **Input Asset Data (Sections 1.1.3 and 1.1.4):** Create a new Workbook and input building data from construction documents into the Table of Contents and 1. Building Asset Inventory tabs.
2. Update STEP 2 – Operations & Maintenance Management Plan

- a. Add all Reference Documentation for NEW Asset to MMP Section 2.
 - b. Assemble all relevant Health and Safety Policies and Procedures specific to the New Asset. List new Policies and Procedures in MMP Section 3.
 - c. Assemble all relevant regulations, policies, and permits specific to the New Asset. List new regulations, policies, and permits in MMP Section 4.
 - d. Determine work orders required. Retrieve any new work orders from the Work Order Database and add to MMP Section 5 and Appendix A.
 - e. Create Preventative Maintenance Schedule by adding work order codes to the **NmTC MMP Buildings Workbook** tab **3. Schedule**. Note that crew hour totals will populate in the Schedule “Crew Hours” column but will have to be manually distributed across the calendar year.
 - f. Create Preventative Maintenance Budget by adding work order codes to the **NmTC MMP Buildings Workbook** tab **4. Budget**.
3. STEP 3 – Implement new MMP. (Refer to Section 3)

1.2.2. To DELETE an asset:

1. Update STEP 1 - Asset Inventory
 - a. Determine Nation Asset Code of asset to be deleted. Note – a decommissioned building may be comprised of several assets and have more than one Nation Asset Code.
 - b. In the asset inventory, reduce asset area to “0” – This will delete all asset output while retaining decommissioned asset data for future information.
2. Update STEP 2 – Operations & Maintenance Management Plan
 - a. Remove Reference Documentation for deleted asset from MMP Section 2. Store in archive folders.
 - b. Remove any Health and Safety Policies and Procedures that are applicable **ONLY** to the deleted Asset from the MMP Section 3. Store in archive folders.
 - c. Remove any regulations, policies, and permits that are applicable **ONLY** to the deleted Asset from the MMP Section 4. Store in archive folders.
 - d. Determine if any work orders in the MMP are applicable **ONLY** to the deleted asset. If so, remove the Work Order from Appendix A.

- e. Update Preventative Maintenance Schedule by removing any work order codes that applied **ONLY** to the deleted asset. Note that reduced crew hours will populate in the Schedule “Crew Hours” and will have to be manually removed from the schedule.
 - f. Update Preventative Maintenance Budget by removing any work order codes that apply **ONLY** to the deleted asset. Note that reduced crew hours will populate in the Budget “Crew Hours”, which will be reflected in the Total O&M budget.
3. STEP 3 – Implement new MMP. (Refer to Section 3)

1.2.3.To UPDATE an existing asset:

1. Update STEP 1 - Asset Inventory
 - a. **Define Asset (Section 1.1.1):** Determine Nation Asset Code or Codes specific to the upgraded asset.
 - b. **Assemble Reference Documentation (Section 1.1.2):** For major asset upgrades, this will often include new as-built drawings, but for minor upgrades, this could simply be a work order detailing a component replacement. In addition to the above, assemble any available component maintenance and operation manuals provided by the contractor.
 - c. **Input Asset Data (Sections 1.1.3 and 1.1.4):** Update the **1. BUILDING ASSET INVENTORY** tab with information on construction documents. Input category, sub-category, material, quantity, age of installation, and general condition.
2. Update STEP 2 – Operations & Maintenance Management Plan
 - a. List any updated Reference Documentation in Section 2.
 - b. Determine if Health and Safety Policies and Procedures specific to the upgraded asset have changed. List any updated Policies and Procedures in Section 3.
 - c. Determine if relevant regulations, policies, and permits specific to the upgraded asset have changed. List any updated regulations, policies, and permits in Section 4.
 - d. Determine if upgraded component requires new work orders. Retrieve any new work orders from the Work Order Database and add to Section 5 and append in Appendix A.
 - e. Update Preventative Maintenance Schedule by adding any new work order codes to the **NmTC MMP Buildings Workbook** tab **3. Schedule**. Note that any change in crew hours due to a change in Work Order requirements will populate in the Schedule “Crew Hours” and will have to be manually distributed in the schedule.
 - f. Update Preventative Maintenance Budget by adding any new work order codes to the **NmTC MMP Buildings Workbook** tab **4. Budget**. Note that change in crew hours due to

a change in Work Order requirements will populate in the Budget “Crew Hours”, which will be reflected in the Total O&M budget.

3. STEP 3 – Implement new MMP. (Refer to Section 3).

1.2.4. To ADD AN ADDITIONAL COMPONENT:

1. Update STEP 1 – Asset Inventory

- a. Insert new line in the **1. BUILDING ASSET INVENTORY** tab within the relevant category/sub-category. Highlight the row beneath, right click and select “insert”.

19	SITE 1.1.1	1. SITE	1.1. Soft Landscaping	Lawn Area	4700 m ²
20	SITE 1.1.2	1. SITE	1.1. Soft Landscaping	Trees/shrubs	0 Each
21	SITE 1.1.3	1. SITE	1.1. Soft Landscaping	Planters	0 Each
22			1.1. Soft Landscaping	Yard	1 LS
23			1.2. Irrigation	Irrigation System	0 1 (Yes)/ 0 (No)
24			1.2. Irrigation	Irrigation System	0 1 (Yes)/ 0 (No)
25			1.2. Irrigation	Irrigation System	0 1 (Yes)/ 0 (No)
26			1.2. Irrigation	Irrigation System	0 1 (Yes)/ 0 (No)
27			1.3. Playfields	Sports Field	0 Each
28			1.3. Playfields	Sports Field	0 Each
29			1.3. Playfields	Sports Field	0 Each
30			1.3. Playfields	Sports Field	0 Each
31			1.4. Playgrounds	Playground	1 Each
32			1.4. Playgrounds	Playground	1 Each
33			1.4. Playgrounds	Playground	1 Each
34			1.4. Playgrounds	Playground	1 Each
35			1.5. Retaining Walls	Concrete Retaining Wall	0 Each
36			1.5. Retaining Walls	Concrete Retaining Wall	0 Each
37			1.5. Retaining Walls	Wood Retaining Wall	0 Each
38			1.6. Sidewalks	Concrete Sidewalk	100 m ²

Figure 10 - Asset Inventory - Inserting New Row

- b. Assign next sequential work order number and populate category, sub-category, inventory item, quantity, and units. See below example adding a rock retaining wall.

WORK ORDER	CATEGORY	SUB-CATEGORY	Inventory Item	QUANTITY	Units
SITE 1.1.1	1. SITE	1.1. Soft Landscaping	Lawn Area	4700	m ²
SITE 1.1.2	1. SITE	1.1. Soft Landscaping	Trees/shrubs	0	Each
SITE 1.1.3	1. SITE	1.1. Soft Landscaping	Planters	0	Each
SITE 1.1.4	1. SITE	1.1. Soft Landscaping	Yard	1	LS
SITE 1.2.1	1. SITE	1.2. Irrigation	Irrigation System	0	1 (Yes)/ 0 (No)
SITE 1.2.2	1. SITE	1.2. Irrigation	Irrigation System	0	1 (Yes)/ 0 (No)
SITE 1.2.3	1. SITE	1.2. Irrigation	Irrigation System	0	1 (Yes)/ 0 (No)
SITE 1.2.4	1. SITE	1.2. Irrigation	Irrigation System	0	1 (Yes)/ 0 (No)
SITE 1.3.1	1. SITE	1.3. Playfields	Sports Field	0	Each
SITE 1.3.2	1. SITE	1.3. Playfields	Sports Field	0	Each
SITE 1.3.3	1. SITE	1.3. Playfields	Sports Field	0	Each
SITE 1.3.4	1. SITE	1.3. Playfields	Sports Field	0	Each
SITE 1.4.1	1. SITE	1.4. Playgrounds	Playground	1	Each
SITE 1.4.2	1. SITE	1.4. Playgrounds	Playground	1	Each
SITE 1.4.3	1. SITE	1.4. Playgrounds	Playground	1	Each
SITE 1.4.4	1. SITE	1.4. Playgrounds	Playground	1	Each
SITE 1.5.1	1. SITE	1.5. Retaining Walls	Concrete Retaining Wall	0	Each
SITE 1.5.2	1. SITE	1.5. Retaining Walls	Concrete Retaining Wall	0	Each
SITE 1.5.3	1. SITE	1.5. Retaining Walls	Wood Retaining Wall	0	Each
SITE 1.5.4	1. SITE	1.5. Retaining Walls	Rock Retaining Wall	1	Each
SITE 1.6.1	1. SITE	1.6. Sidewalks	Concrete Sidewalk	100	m ²

Figure 11 - Asset Inventory - New Component Details

- c. To add a new work order for the component, insert a new row in tab **5. WO Data Masterlist** and update all columns with details for the new work order. Use this formula in the quantity cell to populate the quantity directly from the Asset Inventory:

$$=IFERROR(VLOOKUP([@[WORK ORDER]], '1. BUILDING ASSET INVENTORY'!A:K, 10, FALSE),0)$$
- d. If multiple work orders are required for the component, repeat steps a-c. The quantity for the duplicate inventory items may be set to equal the first entry (see Irrigation System as an example) or can be manually entered. Highlight manual entry cells in yellow for future reference.
- e. Refresh the **2. REQUIRED WORK ORDERS** tab.
- f. Create the new work order in the **Work Order Database** file. Right click on an existing tab and select Move or Copy to create a copy to work from as a starting point.

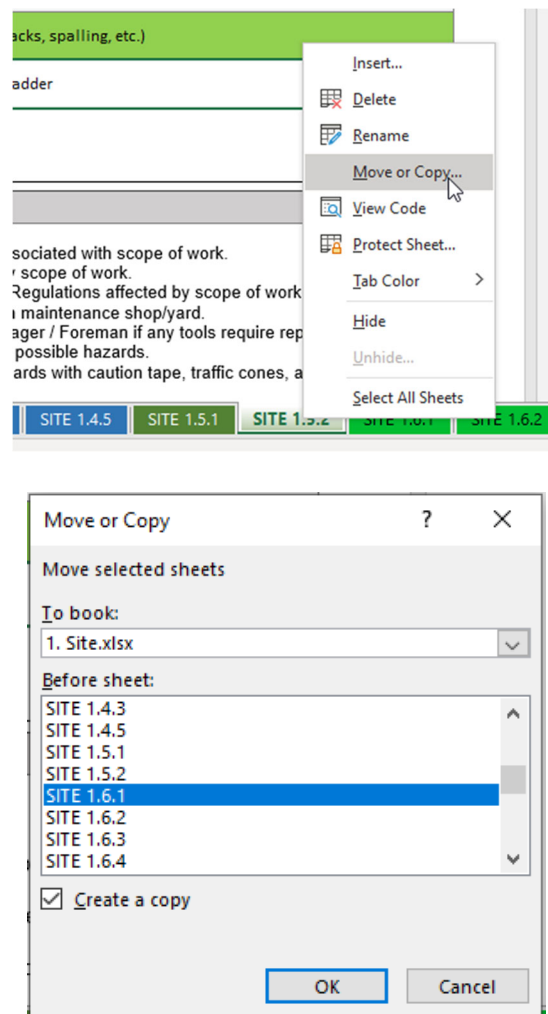


Figure 12 - Copying Tab in Work Order Database

- g. Right click the copied tab to rename to the new work order number. Update the instructions/details of the new work order.
2. Update STEP 2 – Operations & Maintenance Management Plan
 - a. Add all Reference Documentation for NEW Component to MMP Section 2.
 - b. Assemble all relevant Health and Safety Policies and Procedures specific to the New Component. List new Policies and Procedures in MMP Section 3.
 - c. Assemble all relevant regulations, policies, and permits specific to the New Asset. List new regulations, policies, and permits in MMP Section 4.
 - d. Determine work orders required. Retrieve any new work orders from the Work Order Database and add to MMP Section 5 and Appendix A.

- e. Create Preventative Maintenance Schedule by adding work order codes to the **NmTC MMP Buildings Workbook** tab **3. Schedule**. Note that crew hour totals will populate in the Schedule “Crew Hours” column but will have to be manually distributed across the calendar year.
 - f. Create Preventative Maintenance Budget by adding work order codes to the **NmTC MMP Buildings Workbook** tab **4. Budget**.
3. STEP 3 – Implement new MMP. (Refer to Section 3)



STEP 2: Develop Operations & Maintenance Management Plan

Supplementary Documents Required:

- **NmTC Buildings MMP Template.xls**
- **NmTC MMP Buildings Workbook.xls**
- **NmTC Buildings Work Order Database.xls**

OPERATIONS AND MANAGEMENT PLAN OVERVIEW

An Operations & Maintenance Management Plan is a compilation of documents, data, and procedures that provides the necessary guidance to ensure critical assets (in this case buildings) continue to operate as efficiently as intended, delivering maximum performance for the lowest cost. Each Building listed in the Building Asset List will have its own unique Maintenance Management Plan, developed using the Asset's component inventory, created in Step 1.

Elements of the MMP:

- Building Overview
- Available Consultant Drawings
- Component Maintenance Manuals
- Health and Safety Policies
- Relevant Regulations, Policies, and Permits
- Preventative Maintenance Schedule
- Preventative Maintenance Budget
- Work Orders

An MMP outline is provided as part of this guide and can be used as a framework from which to build a nation specific MMP. Alternatively, nations can choose to develop their own document based on the above-noted elements.

The following sections outline the process through which the above noted information is gathered and input into the **NmTC Buildings MMP Template.xls** template document.

2.1. DEVELOP BUILDING OVERVIEW

The first section in the MMP provides a summary overview of the Building asset. The Building Overview begins with a summary of building highlights, followed by a brief description of each of the eight (8) building categories described in section 1.1.4. – Site, Structural, Building Exterior, Building Interior, Mechanical Systems, Electrical Systems, Fire Protection, and Elevating Devices. An excerpt of the Building MMP template (**NmTC Buildings MMP Template.xls**) Section 2 is show below in Figure 8.

2. Building Asset Summary

Sample First Nation community building **XX** is located at **123 ABC street**. [provide short description of building]

2.1. BUILDING OVERVIEW

GENERAL	
Building Name	
Address	
Year of Construction	
ICMS Asset ID	
Unique Community ID	
Total Site Area (m2)	
Total Floor Area (m2)	
Number of Stories	
Construction Type	(<i>ie. Wood frame, slab-on-grade, etc.</i>)
Building Use (<i>ie. Office, Community Bldg., etc.</i>)	(<i>ie. Administration Office, Community Building etc.</i>)
Accessibility	(<i>ie. Fully accessible to persons with disabilities etc.</i>)

1. SITE
<i>Provide description of Site including surrounding landscape, retaining walls, access points and types such as ramps/stairs/driveways etc.</i>

Figure 13 - Building MMP Section 2 Excerpt

Nations are encouraged to fill in as much as possible with available information. An example completed Building Overview is provided in the example MMP provided in **Appendix A**.

Photos of building exterior, and interior, are very useful to document condition of components over time. In conjunction with the development of the MMP, photos of all building components should be taken and included in MMP section 2.

2.2. ASSEMBLE DRAWINGS AND MAINTENANCE MANUALS

In general, community-based buildings will have construction documentation that was used to build the building in the first place. As-built drawings are somewhat less common as there is little follow up at the end of projects. As-built and construction drawings are often available through First Nation records, but

can also be obtained through ISC (for registered assets) and sometimes through the consulting team that designed the building.

Maintenance Manuals for site components, exterior, interior, mechanical, electrical, fire protection, and elevating devices should be provided by the contractor upon construction completion. These manuals should be thoroughly reviewed and maintenance information pertinent to each system should be added to the respective Work Order documents.

1. List all relevant documents in **MMP Section 3** (reference document **NmTC Buildings MMP Template**), and in the “Reference Document” section of applicable work orders (see Error! Reference source not found., below). Full drawing sets should be digitally stored in an accessible and clearly labeled file.
2. List all relevant Maintenance Manuals in **MMP Section 3**. Full maintenance manuals should be digitally stored in an accessible and clearly labeled file.
3. Add component specific maintenance information to Work Order document.

BUILDINGS AND SITES WORK ORDER

WORK ORDER NAME	SITE 1.1.2	WORK ORDER # B06-22-0001
ASSET	ABC Building Name	ORDER DATE DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO # N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE DD/MM/YYYY
CATEGORY / SUB-CATEGORY	SITE / SOFT LANDSCAPING	END DATE DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX	
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX	
KEY CONTACTS	ABC Contact: 250-123-4567	
WORK DESCRIPTION (GENERAL)	Pruning of shrubs & trees and site cleanup	
EQUIPMENT REQUIRED	STANDARD PPE, weed whacker & fuel	
MATERIALS REQUIRED	NONE	
WORK DESCRIPTION (BEFORE START OF WORK)		
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.		
WORK DESCRIPTION (DETAILED)		
SAFETY REQUIREMENTS: 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. WORK DESCRIPTION: MAINTENANCE - Pruning of shrubs & trees and site cleanup. NOTE: In the event tree topping is required: ➤ All tree top should be conducted. ➤ Prepare additional work order.		
Maintenance Personnel Manpower required (2) ➤ Prune shrubs and trees as needed and/or, desired for visual preference and/or, vegetation control. ➤ Provide site cleanup and dispose discarded garbage and construction materials in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.		

**ADD COMPONENT/SYSTEM
SPECIFIC INFORMATION**

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)				
1. Return Tools & Equipment to Storage (Complete Log). 2. Complete Daily Work Record / Time Sheet. 3. Complete Inspection / Maintenance Report (If Applicable).				
LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor	0.5		\$ -	\$ -
Maintenance Assistant	1.0		\$ 37.50	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

Figure 14 - Work Order Example - Front and Back

2.3. ASSEMBLE RELEVANT HEALTH AND SAFETY POLICIES AND PROCEDURES

Some building assemblies, systems, and system components are subject to standard health and safety policies such as confined space entry, working at heights, hazardous materials, etc.

1. List all relevant Health and Safety Policies and Procedures in **MMP Section 4** (reference document **NmTC Buildings MMP Template**). Full policies should be digitally stored in an accessible and clearly labeled file.

4. Health and Safety Policies

Table 3 - Health and Safety Policies

HEALTH AND SAFETY POLICY	REFERENCE DOCUMENT

Figure 15 - Building MMP Template Excerpt

2. Add component specific Health and Safety information to Work Order document (see **Figure 9**, above).

2.4. ASSEMBLE RELEVANT REGULATIONS AND POLICIES/PERMITS

Building systems and components are subject to a number of standard regulations, permits, and policies outlined by various jurisdictions throughout British Columbia and Canada.

1. List all relevant Regulations and Policies/Permit Information in **MMP Section 5** (reference document **NmTC Buildings MMP Template**). Full Policies and Regulations should be digitally stored in an accessible and clearly labeled file.

5. Relevant Regulations, Policies, and Permits

Table 4 - Policies and Regulations

POLICY / REGULATION	GOVERNING BODY	REFERENCE DOCUMENT

Table 5 - Permits

PERMIT	GOVERNING BODY	REFERENCE DOCUMENT

Figure 16 - Building MMP Template Excerpt

2. Add component specific Regulations and Policies/Permit information to Work Order document (see Error! Reference source not found., above).

It is important to note that workplace safety for all staff and employed maintenance personnel is an employer responsibility. All maintenance should be conducted with Occupational Health & Safety in mind by all parties. It is recommended all Communities have a designated qualified trained Safety Officer.

WorkSafeBC has jurisdiction over the OH&S of employers operating in B.C. until it can be established otherwise. With respect to organizations involving First Nations people or located on a reserve, the federal government, and not WorkSafeBC, will have jurisdiction over:

- *Activities undertaken by an Indian band or band council, or an organization that is operated directly by or closely integrated with an Indian band or band council, that are related to the administration or governance of the band or the reserve.*

- *An organization that is engaged in activities that are closely connected with Indian status, rights or identity.*

Maintenance operations for building components are related to the administration of the reserve and therefore fall under federal safety jurisdiction. The Canada Occupational Health and Safety Regulations can be accessed via the following link:

<https://laws-lois.justice.gc.ca/eng/regulations/Sor-86-304/index.html>

Jurisdiction remains with WorkSafeBC where the operations in question are not linked to Nation administration or status, rights or identity. Ordinary commercial operations will fall under Board jurisdiction, even where the workers or owners of the business are Indigenous, or the business is located on a reserve. A Board prevention officer faced with the assertion that OH&S enforcement infringes a First Nation or treaty right should refer the matter to his or her manager.

For additional information, please refer to the WorkSafe BC website regarding Guidelines for the Workers Compensation Act:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-for-workers-compensation-act>

2.5. ASSEMBLE WORK ORDERS

The **NmTC Buildings Work Order Database.xls** provided with this document contains a library of standard work orders for maintenance of typical building components. The work orders describe the method, man-hours, and equipment required to complete a standard maintenance task. When used regularly, work orders can be a useful tool to track O&M expenses and generate evidence-based budget projections as effort and material costs are refined. Each Work Order included in the Library describes:

- The building asset name & location to be maintained;
- The asset quantity and/or number of inventory units to be maintained;
- Step by step, simple instructions of the routine and special maintenance duties;
- The safe number of persons required, and the equipment, tools and materials needed;
- The frequency or level of service;
- Estimated number of person-hours involved in each task;
- Contracted services if required.
- Safety measures required to complete the task.

The work orders included in this document are provided as a benchmark. Communities are encouraged to refine, expand, or simplify the forms provided to suit specific needs.

Maintenance tasks include, but are not limited to, inspections, cleaning, repairs, adjustments, replacements, servicing of equipment, and calibrations. Maintenance tasks are completed by First Nation personnel, system specific contractors and consultants. Maintenance tasks suggested in this manual are generic to common assemblies, systems, and components, and should be modified to suit each community based upon building specific requirements, manufacturer instructions and operator experience.

2.5.1. Compile Asset Specific Work Orders

The asset inventory compiled in Step 1 will form the basis for selecting the asset-specific work orders required. Upon completion of the asset inventory, refer to the **2. SUGGESTED WORK ORDERS** tab. Right click anywhere in the table and select “Refresh” to update the list. The table will list the necessary work orders for each listed asset category.

CATEGORY	WORK ORDER	TASK DESCRIPTION
1. SITE	SITE 1.1.1	Aerate lawn areas
	SITE 1.1.4	Provide vegetation control and site cleanup
	SITE 1.4.1	Check all surfaces and equipment
	SITE 1.4.2	Repair playground apparatus
	SITE 1.4.3	Install new pea gravel under equipment
	SITE 1.4.4	Repair gravel surround
	SITE 1.6.1	Clean algae from surfaces
	SITE 1.6.2	Check for tripping hazards
	SITE 1.6.4	Provide snow removal
	SITE 1.7.1	Clean, prep and re-stain site perimeter fencing
	SITE 1.7.2	Repair damaged fencing / gate
	SITE 1.8.1	Repaint all parking lot markings
	SITE 1.8.3	Provide crack sealing for all asphalt surfaces
	SITE 1.8.4	Parking lot cleaning
	SITE 1.8.5	Fill pot holes w/ pavement
	SITE 1.8.9	Provide snow removal for driveways and parking lots
	SITE 1.9.1	Engage services of a civil and/or building consultant
2. STRUCTURAL	STRUCT 2.5.1	Inspect support columns and/or beams, attachment connections, & bolts
	STRUCT 2.5.2	Tighten beam & column bolt connections
	STRUCT 2.5.3	Replace deteriorated structural column/post
	STRUCT 2.6.1	Engage services of a structural and/or building consultant

Figure 17 - Suggested Work Orders Example

The work orders listed in the **2. SUGGESTED WORK ORDERS** tab can be used to select all necessary work orders from the Work Order excel database, provided with this guide. Additionally, this list can be used to populate section 8.1 WORK ORDER INDEX of the Building MMP, as shown in the excerpt in Figure 13, below.

8.1. WORK ORDER INDEX

The following table lists all suggested work orders applicable to the [Building](#).

Table 6 - Table of Work Orders

CATEGORY	WORK ORDER	DESCRIPTION	FREQUENCY

Figure 18 - Building MMP Work Order Index Excerpt

2.6. DEVELOP MAINTENANCE MANAGEMENT BUDGET

The Annual Budget is an estimate of labour and material expenses for scheduled annual maintenance tasks. The Annual Budget projects the Operation and Maintenance costs for Building Assets, including:

- An estimate of the annual cost of routine maintenance by O&M staff based on community-specific labour rates;
- An estimate of the annual cost for external maintenance contractors;
- An estimate of operating costs including equipment, parts and materials, and utilities.

2.6.1. Preparing An Annual Maintenance Budget

The Annual Maintenance Budget is determined by the community-specific work orders selected in Section 2.5.1. The following steps walk through the development of an Annual Building Maintenance Budget.

1. Open the **NmTC MMP Buildings Workbook.xls** document. Ensure the community specific Labour Rate is entered on the TABLE OF CONTENTS tab.
2. Ensure the **1. BUILDING ASSET INVENTORY** is complete. If the inventory is incomplete, return to section 1.1.4 for instructions on completing the inventory.
3. Open Tab **2. WORK ORDERS**, right click within the blue table and select “Refresh” to ensure the table is up to date.
4. Copy the list of work order codes in the WORK ORDER column by selecting the row, right clicking, and selecting “Copy”, per Figure 14, below.

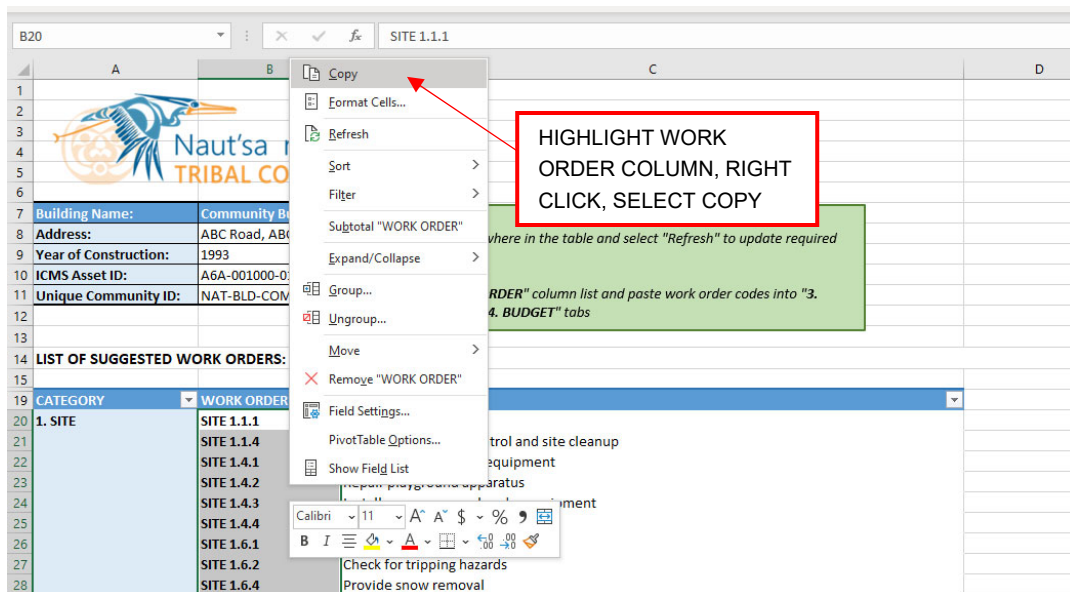


Figure 19 - Copy Work Order Codes

- Proceed to the **4. BUDGET** tab of the Workbook and paste Work Order codes into the “Task Code” column in the budget spreadsheet. The work order codes will populate the Task Description, Frequency, Crew Hours, Contractor budget, Equipment, and Parts & Materials, and Annual Budget Field. Refer to **5** below for an excerpt from the **4. BUDGET** tab of the excel Workbook provided.

Upon completion, the annual budget for each maintenance activity is determined and a total annual budget effort is projected.



Building Name:	ABC Road, ABC, BC
Address:	1993
Year of Construction:	A6A-001000-01
ICMS Asset ID:	NAT-BLD-COMM-01
Unique Community ID:	7100

Instructions:

1. Paste required work order(s) in the "Task Code" column.

2. Update Labour Rate as required.

3. All remaining columns will populate with information from the "WO Data Masterlist" tab.

4. Right click anywhere in summary table to "refresh" totals

Total Annual Budget	
Capital	\$ 24,568.39
1. SITE	\$ 660.00
2. STRUCTURAL	\$ 537.50
3. EXTERIOR	\$ 8,239.11
4. INTERIOR	\$ 9,211.79
5. MECHANICAL	\$ 1,340.00
6. ELECTRICAL	\$ 4,580.00
7. FIRE PROTECTION	\$ -
Maintenance	\$ 97,898.75
1. SITE	\$ 8,320.00
2. STRUCTURAL	\$ 575.00
3. EXTERIOR	\$ 5,690.00
4. INTERIOR	\$ 62,521.25
5. MECHANICAL	\$ 13,867.50
6. ELECTRICAL	\$ 6,187.50
7. FIRE PROTECTION	\$ 737.50
Grand Total	\$ 122,467.14

Maintenance Task	Crew Hr/Year	Costs per Task					Annual Budget			
Task Code	Asset Component	Task Description	Frequency	M / C	Operate	Contractor	Equipment	Parts & Material	Utilities	Annual Budget
SITE 1.1.1	Grass	Aerate lawn areas	Annual	Maintenance	8	\$ -	\$ 100.00	\$ 15.00	\$ -	\$ 115.00
SITE 1.1.4	Grass	Provide vegetation control and site cleanup	Weekly	Maintenance	104	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.4.1	Equipment	Check all surfaces and equipment	Quarterly	Maintenance	0	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.4.2	Equipment	Repair playground apparatus	As Required	Maintenance	0	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.4.3	Play Surface	Install new pea gravel under equipment	Annual	Maintenance	0	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.4.4	Play Surface	Repair gravel surround	Annual	Maintenance	0	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.6.1	Concrete	Clean algae from surfaces	Semi-Annual	Maintenance	4	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ 60.00
SITE 1.6.2	Concrete	Check for tripping hazards	Quarterly	Maintenance	4	\$ -	\$ -	\$ -	\$ -	\$ -
SITE 1.6.4	General	Provide snow removal	As Required	Maintenance	9	\$ 150.00	\$ 5.00	\$ 20.00	\$ -	\$ 1,050.00
SITE 1.7.2	General	Repair damaged fencing / gate	As Required	Maintenance	8	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
SITE 1.8.3	Asphalt	Provide crack sealing for all asphalt surfaces	Every 5 Years	Maintenance	0	\$ 500.00	\$ -	\$ -	\$ -	\$ 100.00
SITE 1.8.4	Asphalt	Parking lot cleaning	Semi-Annual	Maintenance	2	\$ 125.00	\$ -	\$ -	\$ -	\$ 250.00
SITE 1.8.5	Asphalt	Fill pot holes w/ pavement	As Required	Maintenance	1	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00
SITE 1.8.9	General	Provide snow removal for driveways and parking lots	As Required	Maintenance	8	\$ 150.00	\$ -	\$ 20.00	\$ -	\$ 680.00

Figure 20 - Workbook Example - tab 4. BUDGET

It is important to note that cost projections provided in this guide have been developed based on similar operations and maintenance activities on Vancouver Island but should be refined as community-specific information becomes available. Local factors that will affect work order time and budget allocations are staff training, contractor availability, shipping and remoteness.

2.7. DEVELOP MAINTENANCE MANAGEMENT SCHEDULE

The Annual Maintenance Schedule is a road map of routine, scheduled maintenance tasks required to maintain community assets on an annual basis. The Annual Maintenance Schedule contains a list of all inspection and preventative maintenance tasks associated with the work orders selected in Section 2.5.1. The schedule includes:

- Maintenance activities listed beside numbered work orders - grouped to indicate the work required for each building asset
- Person-hours for each activity shown weekly with a summary of total hours for the year;

2.7.1.Preparing An Annual Maintenance Schedule

The Annual Maintenance Management Schedule is determined by the community-specific work orders selected in Section 2.5.1. The following steps walk through the development of an Annual Building Maintenance Schedule.

1. Copy Work Order codes from Tab **2. WORK ORDERS**, as per section 2.6.1, steps 3 and 4.
2. Open Tab **3. SCHEDULE** in the **NmTC MMP Buildings Workbook.xls** document.
3. Paste the work order codes into the “Task Code” column in the tab of the Workbook. Work Order Code entry will populate the Task Description, Frequency, and Crew Hours per Year fields. Refer to Figure 21 below for an excerpt from the **3. SCHEDULE** tab of the excel Workbook.

[illegible]

Figure 21 - Workbook Example - tab 3. SCHEDULE

4. Distribute crew hours throughout the year. Each individual community is best suited to determine the most appropriate time of year to schedule their maintenance activities to suit crew availability and other nation-specific constraints. The “Weekly Totals” at the top of the schedule can help determine which weeks throughout the year are task heavy, and aid in the even distribution of hours. A sample schedule can be referenced in the example MMP found in **Appendix A**.



STEP 3: Implement Operations & Maintenance Management Plan

Supplementary Documents Required:

- NmTC Buildings MMP Template.xls
- NmTC MMP Buildings Workbook.xls
- NmTC Buildings Work Order Database.xls

The Maintenance Management Plan developed through this guide is intended as a launch pad to sustainable asset management. As each community advances their asset management proficiency, the plan developed herein will evolve into an invaluable tool for community operations and future planning. Through proper implementation the MMP can assist in lowering operating costs, reducing downtime, increasing performance, maximizing life expectancy of infrastructure systems, improving resource utilization, maintaining the value of the asset and aiding in budget forecasting.

The steps involved in successful implementation of the MMP are detailed below. It is expected that while some communities may be just beginning their Asset Management journey, others may already have well established Asset Management systems. Not all steps may be relevant to all communities, as some may be well on their way through this process. For those communities, it is hoped that this guide can build on systems that are already in place to further progress and refine Asset Management practices.

- Secure Qualified Staff and Contractors to implement the adopted Maintenance Management Plan according to the adopted Schedule.
- Get Budget Approval
- Determine Information Management Process
- Implement Work Orders
- Follow-up on Work Orders
- Update Relevant Records

3.1. SECURE QUALIFIED STAFF AND CONTRACTOR

Purpose:

Secure sufficient, qualified staff and contractors to implement the adopted Maintenance Management Plan according to the Adopted Schedule.

Inputs:

- ☐ Maintenance work orders;
- ☐ Relevant regulations, policies, procedures & permits that apply to skills and qualifications for asset maintenance;
- ☐ FN HR policy and requirements;
- ☐ FN records on staffing – skills, working hours, relevant job descriptions;
- ☐ List of qualified contractors for typical maintenance work;

Approach:

Effective maintenance requires an appropriate combination of skilled and semi-skilled labour. For example, some electrical and mechanical tasks must be done by qualified trades; water systems and sewage treatment systems require operators that are qualified under the Environmental Operators Certification Program (EOCP); Worksafe B.C. requires that staff be qualified for confined space entry.

The approach to securing qualified staff and contractors generally involves:

- Review each work order and determine the skills and qualifications required to perform each task;
- Accumulate labour hours for each skill category;
- For work to be done by in-house FN staff:
 - Determine if the FN has sufficient staff with the right skills to do necessary work when required - identify and quantify gaps in available skills and staff hours
 - Decide if skill gaps can be sufficiently addressed by skill development and formal training; also, can skill development occur in time to suit the maintenance schedule;
 - if yes to both, proceed with skill development
 - If yes, but not in sufficient time, proceed with skill development for future work; in the meantime, issue short term contracts
 - If no to both, include scope in work to be contracted out

- For work to be done by contractors:
 - Where practical, package work to be contracted-out according to key skill requirements - e.g. qualified mechanic, electrician or plumber; EOCP certified operator; general labour (semi-skilled); labourer (unskilled);
 - Prepare scope and terms of reference for each package to be contracted out - each package should have a clear, well defined scope of work and specifics on the Nation's expectations in terms of skills, qualifications and work procedures;
 - Secure and evaluate proposals from qualified contractors; ask for and contact relevant references;
 - Award work to the preferred, qualified contractor;

Outputs:

- A team of sufficient, qualified staff and contractors to implement the adopted Maintenance Management Plan according to the adopted schedule.

Tips and Tricks:

- When reviewing work orders, apply consistent skill categories and accumulate labour hours for each category – e.g. EOCP certified operator; general labour (semi-skilled); labourer (unskilled) – this will make it easier to determine internal staffing and to issue contracts for packages of work, thereby saving time and reducing costs;
- Available labour hours for staff = annual paid hours less vacation, statutory holidays, average sick days, training days and other non-“hands on” work time – for context, only 80% to 85% of paid hours are typically available for “hands on” maintenance;
- The lowest cost contractor is not necessarily the best contractor – FN's should consider a variety of factors including quality of work, efficiency, ability to “get along” and communication skills;
- Where appropriate, long term relationships with contractors can improve efficiency through accumulated knowledge of the FN and its systems; “known faces” can also streamline interactions with residents and businesses.

3.2. ADOPT NECESSARY POLICIES & PROCEDURES

Purpose:

5. *Put policies and procedures in place to enable effective implementation of the adopted Maintenance Management Plan and Schedule.*
6. *Promote clarity, consistency and transparency on maintenance management roles, responsibilities, plans and activities.*

Inputs:

- ☐ MMPs and maintenance work orders;
- ☐ Relevant existing regulations, policies, procedures & permits that apply to asset maintenance;
- ☐ Current FN CISP

Approach:

The Community Infrastructure Services Planning (CISP) process is geared to integrating all aspects of infrastructure management, including identifying necessary policies and procedures – e.g. technical, financial and operational. In particular, the CISP is geared to achieving the lowest life-cycle cost for asset management; effective maintenance is key to that process.

As such, establishing appropriate policies and procedures for maintenance should be considered as an integral part of the overall process to ensure that requirements for maintenance are appropriately considered with other aspects of asset management. To that end:

- Review all work orders, related tasks and procedures – identify policy guidance, if any, required from FN leadership;
- Through discussions with FN leadership. determine if there is already relevant, existing policy:
 - If so, reference it in the MMP and relevant work orders and apply it to work procedures;
 - If not, agree the process (who, what and when) to develop and apply appropriate policies;
 - Agree how to handle policy requirements in the short term while appropriate policy is developed.

Outputs:

- ☐ Relevant policies and procedures that apply to all maintenance work.

Tips and Tricks:

- Appropriate policies and procedures can improve clarity and consistency among stakeholders (leadership, staff, contractors, residents); they can also reduce conflict and costs by avoiding misunderstandings and confusion;
- FNs should have an appropriate Asset Management Policy that covers all aspects of infrastructure management, including maintenance – a sample Policy is available in the NmTC Community of Practice Toolkit.

3.3. ADOPT MAINTENANCE BUDGET

Purpose:

-
7. *Establish necessary revenues and expenditures to implement the adopted Maintenance Management Plan.*

Inputs:

- ☐ FN Finance Administration Law (FAL) and related FN budget policies and procedures
- ☐ Draft maintenance budget – see Step 2.5
- ☐ Relevant regulations, policies, procedures & permits that apply to asset maintenance;
- ☐ Prior year's budget, actual costs and revenues
- ☐ MTSA agreements (if any)
- ☐ Other funding agreements

Approach:

Step 2.5 describes how to prepare the draft annual maintenance budget. Once developed, the Nation must submit the draft to its normal process for budget approval – typically as set out in the Nation's Finance Administration Law (FAL). Such process usually involves input by appropriate FN Council Committees, FN Council and FN members.

The budget process usually involves:

- Submitting the draft maintenance budget for consideration by Council and Committees
- Adjusting the draft budget according to Council and Committee direction, including:
 - Budget increases or reductions to address requests for expanded or reduced scope of work;
 - Budget adjustments to accommodate Nation-wide financial requirements – e.g. reduced revenues expected; re-allocation of funds to programs of higher priority
- Approval of the adjusted scope of work and budget, including any adjustments to staffing and related resources

Outputs:

- ☐ Approved maintenance budget
- ☐ Approved scope of maintenance to be carried out during the fiscal year

Tips and Tricks:

- Be specific when communicating the impact of requested budget adjustments. For example, if Council requests a 5% reduction, specify the work that won't get done if that reduction is approved and the impact on overall infrastructure performance and costs – for example, reduced maintenance leads to increased wear and tear and higher costs for breakdowns vs. planned maintenance.
- Be sure to get approval for any staff adjustments at the time of budget approval – don't get caught with either too many or too few staff to do the approved work;
- Be clear with Council that, just because the current year budget wasn't fully spent, it doesn't mean that next year's budget should be any less – for example, while typical maintenance budgets are based on estimates, actual requirements can vary from year to year due to weather, staffing issues and availability of parts – when submitting the draft budget, be clear and specific on any current year budget variances and their impact on next year's budget.
- Adjust all relevant work orders – scope and schedule – according to the approved budget. For example, due to budget reductions, inspections may have to be done annually vs. monthly; some maintenance work may have to be deferred to future years.
- Monitor and report on infrastructure performance – operational and cost; in particular, highlight any changes in performance arising from budget increases or reductions such that Council becomes aware of the cause-effect of budget decisions.

3.4. IMPLEMENT EFFECTIVE INFORMATION MANAGEMENT

Purpose:

8. *Implement effective systems and practices for recording and managing asset and maintenance information.*
9. *Promote effective implementation of maintenance work orders and follow up.*
10. *Enable effective links between maintenance and related asset management and financial management activities – e.g. capital planning and tangible capital asset reporting.*

Inputs:

- ☐ Current MMP and work orders for all maintenance tasks for all infrastructure systems
- ☐ Current FN CISP
- ☐ Relevant regulations, policies, procedures & permits that apply to asset maintenance, including FN policies for HR, payroll, accounting and information management (e.g. archive requirements)
- ☐ FN Finance Administration Law (FAL) and related FN financial policies and procedures
- ☐ MTSA agreements (if any)
- ☐ Other ISC funding agreements
- ☐ User fee agreements
- ☐ “As built” construction records
- ☐ Asset Condition Reporting System (ACRS) reports
- ☐ ICMS records
- ☐ Field surveys and measurements
- ☐ Financial records, including budget
- ☐ Maintenance records
- ☐ Design briefs & specifications
- ☐ Tender documents
- ☐ Procurement records
- ☐ “As built” construction records
- ☐ Commissioning records, including operating manuals

Approach:

The Community Infrastructure Services Planning (CISP) process integrates requirements for information management processes and systems to support the technical, financial and operational aspects of asset management. As such, establishing appropriate information management for maintenance should be an integral part of the overall process to ensure that all requirements are appropriately considered.

On this basis, the approach for information management usually involves:

- Establishing an information “needs assessment” - review the MMP and related work orders to identify and document information needs, including the type and format of information required for developing and implementing: MMPs and work orders; the asset inventory; asset and maintenance records; the maintenance budget; compliance reporting; and maintenance reporting;

- Engaging FN leadership to address information needs for maintenance as part of integrated information management systems – pro-actively participate in planning and design discussions to ensure that maintenance needs are appropriately met;
- “Piloting” information management processes and systems and providing input on required adjustments to achieve efficient and effective results;
- Actively applying information management processes and systems at full scale to ongoing maintenance; identifying, through operating experience, issues and gaps to be addressed through system refinements; pro-actively participating in the ongoing process for refining and improving information management.

Outputs:

- ☐ Effective information management systems and practices for managing maintenance
- ☐ Effective links between maintenance and related asset management and financial management activities

Tips and Tricks:

- Take the time needed to develop and implement effective information management, including involving all key people (FN leadership, staff from all relevant FN departments, contractors, operators, etc) to ensure that the systems work well for all affected parties
- Accurately document information management policies and procedures and, once developed, communicate them to all relevant parties; provide necessary training; having clarity and a common understanding on information management promotes efficiency and reduces errors, response times, costs and risks.

3.5. IMPLEMENT AND FOLLOW UP ON MAINTENANCE WORK ORDERS

Purpose:

11. *Implement the adopted Maintenance Management Plan and Schedule through a formal, priority based work order system and procedures.*
12. *Establish formal procedures for following up on issues identified through execution of maintenance work orders.*

Inputs:

- ☐ Current MMP and work orders for all maintenance tasks, including task frequency and labour hours required for each task
- ☐ Seasonal requirements for maintenance – some work can only be done at certain times of the year
- ☐ Relevant regulations, policies, procedures & permits that apply to maintenance;
- ☐ Maintenance records
- ☐ Budget and financial records
- ☐ Relevant FN HR policies and job descriptions
- ☐ Available labour hours for staff
- ☐ List of qualified, available contractors

Approach:

Implementing the MMP through work orders is a continuous cycle of planning the work, doing the work and then updating work programs and plans based on the results of doing the work as follows:

- Plan for and organize maintenance work:
 - Review all work orders to be done in the upcoming period – say 1 week or 1 month – identify necessary resources including labour, equipment, materials, contractors and external agency (e.g. Hydro, Tel) inputs
 - Contact and organize necessary resources according to the adopted maintenance schedule; confirm availability, costs and delivery times for materials
 - If resources are available on time and on budget, proceed with maintenance as planned
 - If resources are not available on time, adjust maintenance schedule by re-arranging and proceeding with maintenance tasks accordingly – see Step 2.6
 - If resources cost more than budgeted, adjust work scope and priorities, as needed, to keep overall maintenance program within budget – or, request additional funds – see Step 2.5; proceed with maintenance tasks accordingly;
- Perform maintenance according to work orders and schedule:
 - Conduct maintenance according to procedures and methods in the work orders

- Submit completed work orders to the maintenance planning and records system; each completed work order should:
 - Document and scope any issues for follow up – e.g. pump needs to be replaced; cracks need to be sealed; motors need major, non-routine servicing
 - Document and scope any variances between planned and actual labour hours, materials or other resources required for routine maintenance as set out in the work order
 - Document any other issues for follow up

FN LOGO

WORK ORDER INTERIOR 4.2.1

WORK REQUIREMENTS	
☐ Review condition of all tools. Advise Maintenance Foreman if tools require repairs. ☐ Sign out all tools & log materials/supplies taken before leaving maintenance shop/yard. ☐ Arrive at jobsite: Advise building occupants. Secure worksite from public hazards with caution tape. ☐ If work is by General Contractor or Subcontractor, let them do their work. Observe & document work activities. ☐ If work is by Band Maintenance, prepare list of inspection, maintenance, or repair work required. ☐ Complete Daily Work Record (DWR) to Maintenance Manager Office at end of each day. ☐ Complete Annual Inspection Report to Maintenance Manager Office at end of each day. ☐ Complete Detailed Maintenance Report to Maintenance Manager Office at end of each day. ☐ Complete Inspection & Maintenance Log to Maintenance Manager Office at end of each day.	
Comments:	
COMPLETION NOTES	
☐ Completed DWR signed and handed in to Maintenance Manager Office. ☐ Tool log signed and handed in to Maintenance Manager Office. ☐ Materials & Supplies Log signed and handed in to Maintenance Manager Office. ☐ Completed Annual Inspection Report signed and handed in to Maintenance Manager Office. ☐ Complete Detailed Maintenance Report signed and handed in to Maintenance Manager Office. ☐ Complete Inspection & Maintenance Log signed and handed in to Maintenance Manager Office.	
Comments:	
COMPLETED PROJECT VALUE	\$
REASON FOR VARIANCE	
MATERIALS USED	

- Update maintenance plan and schedule

- Routinely – say each week or each month – review all completed work orders and identify follow up such as:
 - Update routine labour hours, skills and other resource requirements to reflect experience from executing work orders – see Step 2.2
 - Scope and document requirements for follow up on issues identified while executing work orders, as documented on completed work orders, including: parts replacement; maintenance and replacements not covered by the regular maintenance program; follow up studies to assess issues and recommend solutions
 - Refine the budget and work priorities to reflect experience in executing work orders and to accommodate scope and cost of following up on work orders – see Step 2.5
 - Update the maintenance schedule (see Step 2.6) to:
 - Reflect additional or less time required for routine maintenance tasks as identified on completed work orders
 - Provide time to follow up on work identified on completed work orders
- Routinely adjust work orders to reflect changes in regulations and standards – e.g. updated health and safety requirements; updated permit or regulatory requirements
- Routinely add, delete or amend work orders to reflect asset additions, deletions and changes. At least annually, review and update the entire maintenance program including adjustments to: work orders, schedule, budget, staffing and other resource requirements; address such updating in following year's maintenance budget.

Outputs:

- ☐ Completion of maintenance according to approved plans and budgets
- ☐ Identification of issues for follow up
- ☐ Recommendations for future budgets and capital plans

Tips and Tricks:

- Take time to plan maintenance and to organize materials, supplies and contractors; lack of availability, long lead times and or conflicting schedules can increase costs and service disruptions significantly;
- Be sure to record follow up issues in the maintenance plan and to appropriately plan and execute follow up work to ensure that systems operate reliably;
- When preparing or updating MMPs, FNs should tap into the body of knowledge already available through the NmTC Community of Practice;
- Start simply and make assumptions. It'll take some time to master the approach to maintenance planning and scheduling and to fine tune estimated vs. required labour hours
- Spreadsheets and other software tools can streamline maintenance planning and scheduling
- When reviewing work orders, apply consistent skill categories and accumulate labour hours for each category – e.g. EOCP certified operator; general labour (semi-skilled); labourer (unskilled) – this will make it easier to determine internal staffing and to issue contracts for packages of work, thereby reducing costs;
- Available labour hours for staff = annual paid hours less vacation, statutory holidays, average sick days, training days and other non-“hands on” work time – for context, only 80% to 85% of paid hours are typically available for “hands on” maintenance;
- Always allow sufficient time in the maintenance schedule to follow up on regular work orders – e.g. where routine maintenance identifies repairs or replacements to be done that are not already in the schedule. Use maintenance history to estimate time allocation; otherwise, assume a percentage of total available time (e.g. 20%) and allocate it to follow up; allocate other resources accordingly; refine assumptions based on experience over ..

3.6. UPDATE MAINTENANCE RECORDS

Purpose:

13. Establish and sustain an accurate, up-to-date record of all maintenance practices and findings.

Inputs:

- ☐ Current MMP and work orders for all maintenance tasks for all infrastructure systems
- ☐ Current FN CISP
- ☐ Relevant regulations, policies, procedures & permits that apply to asset maintenance, including FN policies for HR, payroll, accounting and information management
- ☐ FN Finance Administration Law (FAL) and related FN financial policies and procedures
- ☐ MTSA agreements (if any)
- ☐ Other ISC funding agreements
- ☐ User fee agreements
- ☐ "As built" construction records
- ☐ Asset Condition Reporting System (ACRS) reports
- ☐ ICMS records
- ☐ Field surveys and measurements
- ☐ Financial records, including budget
- ☐ Maintenance records
- ☐ Design briefs & specifications
- ☐ Tender documents
- ☐ Procurement records
- ☐ "As built" construction records
- ☐ Commissioning records, including operating manuals

Approach:

The form and content of:

- The Asset Inventory, including asset additions, changes and deletions, is established through Step 1.0
- Maintenance records are established as part of developing overall information management processes and systems – see Step 3.4 – including requirements for "As built" construction records and reports.
- Work orders are established through Step 2.2.

On this basis, the updating process usually involves:

- Reviewing completed work orders to identify and document necessary changes, if any, to maintenance plans and records including: the Asset Inventory, record drawings, work orders and other relevant documents that record details of infrastructure assets and how they work

- Submitting details on necessary updates to an individual(s) authorized to execute the updates
- Recording that the updates have been executed – what, when, how and by whom
- Ensuring that all prior records are handled according to the FN's document handling policy – for example, destroying unnecessary documents, archiving documents and recording that documents have been superseded and referencing the up-to-date version; in any event, the document management process should ensure clarity on current status.

Outputs:

- ☐ Up to date records on all aspects of assets and their maintenance

Tips and Tricks:

- This is truly a “garbage in, garbage out” situation – records are only truly valuable if they can be trusted as accurate;
- Much energy, time and money is spent unnecessarily as a result of faulty records;
- Conflicts and confusion also arise as a result of faulty records, thereby undermining relationships
- The importance of updating records should be enshrined in the FN's organizational culture. FNs should allocate sufficient time, resources and checks and balances to ensure that records are up to date and accurate.
- It's usually wise to limit errors and to improve currency and accuracy, by limiting authority to make changes in asset and maintenance information; for example, authorize a single individual to do all information updates; alternatively, allocate authority among staff, with appropriate security clearances, according to their roles and responsibility and to the risks associated with data accuracy.

3.7. REPORT ON MAINTENANCE MANAGEMENT

Purpose:

- 14. Clearly and routinely communicate with key staff and decision makers on maintenance activities and findings and their implications for asset performance and life-cycle costs.*

Inputs:

- ☐ MMP and maintenance records, including planned and completed work orders
- ☐ Operational performance assessment – actual vs. target performance according to CISP key performance indicators (KPIs)
- ☐ Compliance monitoring and reporting records
- ☐ Service interruption and/or asset breakdown records
- ☐ Actual vs. budget costs and revenues
- ☐ HR records
- ☐ Capital Plan

Approach:

Routine and effective reporting is critical to engaging leadership and necessary support for maintenance. On this basis, maintenance managers should routinely report to FN leadership, at least quarterly, on, for example:

- Infrastructure performance – are assets performing as designed – if not, why not and what needs to be done to restore performance;
- Extent of compliance with regulations and permits;
- Maintenance performed vs. planned – reasons for variances; performance and cost implications of variances;
- Breakdown incidents – what, when and why? What needs to be done to improve reliability;
- Actual costs vs. budget - reasons for variances; what needs to be done to resolve variances;
- Maintenance staffing and resources – are there sufficient, qualified staff; skill development and training needs; are sufficient, qualified contractors available; are sufficient equipment, parts and supplies readily available; what should be done to address resourcing issues;
- Necessary adjustments to planned maintenance – what, why, when, how and at what cost;
- Impacts on the capital plan - necessary repairs and replacements

Outputs:

- ☐ Relevant reports to FN leadership and stakeholders

Tips and Tricks:

- Take the necessary time to monitor and report on maintenance performance and to link it to overall infrastructure performance according to the CISP; engaging FN leadership by improving their overall understanding of the cause-effect relationships arising from their decisions can improve support for maintenance programs and funding

In Closing

This guide is to provide a Maintenance Management Plan that will assist the First Nation to understand building and inspection protocols, identify building components, implement planned inspections and maintenance protocols, and issue a variety of work orders to complete scheduled inspections and planned maintenance to enable annual tracking of resource schedules and building maintenance costs.

The use of this Guide involves an understanding of Building Codes, best practices for construction and building maintenance, and an intimate knowledge of building assemblies, components, and systems. First Nations are responsible for the scheduled inspections and maintenance of their buildings. The result is a facility that meets or exceeds expected life cycle of the building and its components.

This guide is meant to promote “**Best Practice**” maintenance for First Nation buildings. When implemented and maintained the MMP will assist First Nations to:

- Develop capital planning and maintenance management strategies in order to recognize, obtain and utilize funding provided by ISC.
- Strengthen Council and Senior Management engagement in O&M principles,
- Improve O&M strategies, and integrate operational and financial planning,
- Cultivate safe, healthy buildings that will generally see the assets, components, assemblies, and systems meet or outlive their expected service life.
- Increase capacity for identifying and quantifying actual operating costs compared to ISC provided operation funding.

APPENDIX A

Example Maintenance Management Plan



Example First Nation

Storage Building Maintenance Management Plan

Month Day, Year | Revision 0

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Appendices

Appendix A: Building Data Collection Worksheet

Appendix B: Annual Maintenance Schedule

Appendix C: Annual Maintenance Budget

Appendix D: Work Orders

Appendix E: Suggested Equipment List

Appendix F: Reporting



1. Introduction

The following Maintenance Management Plan has been prepared for the Example First Nation in support of the Storage Building Asset located on IR#1.

The purpose of this document is to outline Maintenance plans, costs, and labour, equipment and material required to perform preventative and major maintenance tasks for the Storage Building.

In conjunction with this manual, operating manuals of any installed equipment must always be consulted prior to start-up and shut-down, as well as for routine operation, maintenance, inspection, and repair.

The operation and maintenance specifications contained in this document are provided for reference only and DO NOT provide a complete overview of safe operating conditions and requirements. It is the responsibility of each Operator to comply with all applicable regulations such as Workplace Hazardous Materials Information System (WHMIS) and Occupational Health and Safety Regulations.

The information contained in this manual is specific to the Storage Building.

2. Building Asset Summary

This MMP has been developed using the following hierarchy of building categories:

1. Site	2. Structural	3. Building Exterior	4. Building Interior
5. Mechanical	6. Electrical	7. Life Safety	8. Elevating Devices

A summary of the File Storage Building components, grouped by category, is found in section 2.1. For a general list of sub-categories within the 8 main categories, refer to Volume III – NmTC Buildings MMP Guidebook.

2.1. BUILDING OVERVIEW

The Storage building is located on IR#1, adjacent to the Big House, accessible via First St. The single story, wood frame building was constructed circa 1992, and houses nation storage. Table 2.1 provides an overview of the building. See **Appendix A** for the Building Asset Data Collection worksheet.

Table 1 – Storage Building Overview

GENERAL	
Building Name	Storage Building
Address	123 First St, Small Town, BC
Year of Construction	Circa 1992
ICMS Asset ID	Not Listed
Unique Community ID	NAT-B-04
Total Site Area (m2)	37 m ²
Total Floor Area (m2)	20 m ²
Number of Stories	Single Storey
Construction Type	Wood Frame, slab-on-grade foundation
Building Use (ie. Office, Community Bldg., etc.)	Storage Building. There are no washrooms in this building
Accessibility	N/A
1. SITE	
The site is generally flat, appears to drain well, and consists of grass landscaping.	

2. STRUCTURAL

- Facility is a single storey wood frame building with a slab on grade foundation.

3. EXTERIOR FINISHES / BUILDING ENVELOPE

- Exterior finishes and building envelope assemblies consist of roof membrane and associated drainage, flashings, wall cladding/insulation/air & vapour barriers, exterior doors, sealants, and ventilation components.
- Roof is a sloped asphalt shingle roof system with overhangs and gutters.
- Exterior is finished with stained particle board ranch-wall siding.
- There are no windows in the building. Door is a residential grade insulated metal door.

4. INTERIOR COMPONENTS

- Interior finishes consist of wall, ceiling, and floor finishes, and storage.
 - Interior walls and ceilings are unfinished plywood.
 - Flooring is finished concrete.
 - There are built-in storage shelves and a work bench in the workshop area.

5. MECHANICAL

- There are no plumbing systems in the building.
 - Heating is provided by electric baseboard.
 - Ventilation is provided by a wall mounted exhaust fan on a humidistat/temperature controller.

6. ELECTRICAL

- Electrical system consists of power, lighting, and alarms.
 - Electrical service to the building is 100A.
 - Electrical lighting system is modern with high efficiency fixtures.
 - There is no intruder alarm for the building.

7. FIRE PROTECTION

- Fire protection consists of an ABC fire extinguisher.
 - Facility is not protected with fire protection sprinklers and is not required by the Building Code.

8. ELEVATING DEVICES

- There are no elevators in the building.

2.1. BUILDING PHOTOS

MAINTENANCE BUILDING PHOTOS	
South side of building at entry.	East end of building.
Storage shelving.	Baseboard heating.
Exhaust fan control at light switch.	Wall mounted exhaust fan.

2.2. LIST OF QUALIFIED SUB-CONTRACTORS & SUPPLIERS

DIV	SERVICE	COMPANY	CONTACT

2.3. LIST OF QUALIFIED CONSULTANTS AND CONTRACTORS

SERVICE	COMPANY	CONTACT

3. Available Drawings and Component Maintenance Manuals

Table 2 – Construction Drawing

DRAWING SET NAME	ENGINEER/DESIGNER	DATE

Table 3 - Maintenance Manuals

MAINTENANCE MANUAL TITLE	ENGINEER/DESIGNER	DATE

4. Health and Safety Policies

It is important to note that workplace safety for all staff and employed maintenance personnel is an employer responsibility. All maintenance should be conducted with Occupational Health & Safety in mind by all parties. It is recommended all Communities have a designated qualified and trained Safety Officer.

WorkSafeBC has jurisdiction over the OH&S of employers operating in B.C. until it can be established otherwise. With respect to organizations involving First Nations or located on a reserve, the federal government, and not WorkSafeBC, will have jurisdiction over:

- Activities undertaken by a First Nation or band council, or an organization that is operated directly by or closely integrated with a First Nation or band council, that are related to the administration or governance of the First Nation or the reserve.
- An organization that is engaged in activities that are closely connected with First Nation status, rights or identity.

Jurisdiction remains with WorkSafeBC where the operations in question are not linked to band administration or First Nation status, rights or identity.

Ordinary commercial operations will fall under Board jurisdiction, even where the workers or owners of the business are First Nation owned, or the business is located on a reserve.

A Board prevention officer faced with the assertion that OH&S enforcement infringes a First Nation or treaty right should refer the matter to his or her manager.

For additional information, please refer to the WorkSafe BC website regarding Guidelines for the Workers Compensation Act:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohsguidelines/guidelines-for-workers-compensation-act>

5. Relevant Regulations, Policies, and Permits

Table 4 - Policies and Regulations

POLICY / REGULATION	GOVERNING BODY	REFERENCE DOCUMENT

Table 5 - Permits

PERMIT	GOVERNING BODY	REFERENCE DOCUMENT

6. Preventative Maintenance Schedule

An Annual Building Maintenance Schedule is provided in **Appendix B**. The Annual Maintenance Schedule contains a list of all inspection and preventative maintenance tasks including:

- Activities with work orders numbered and grouped to indicate the work required for individual workers or contractors;
- Person-hours for each activity shown weekly with a summary of total hours for the year

7. Preventative Maintenance Budget

An Annual Building Maintenance Budget is provided in **Appendix C**. The budget shows the Operation and Maintenance costs including:

- An estimate of the annual cost of routine maintenance;
- An estimate of the annual cost of contracts including proactive and reactive maintenance.

8. Work Orders

Work Orders for the Building components are provided in **Appendix D**.

Each Work Order describes:

- The location of components of the system to be maintained;
- The component quantity and/or number of inventory units to be maintained;
- Step by step, simple instructions of the routine and special maintenance duties;
- The safe number of persons required, and the equipment, tools and materials needed;
- The frequency or level of service;
- Estimated number of person-hours involved in each task;
- Contracted services if required.

8.1. WORK ORDER INDEX

The following table lists all suggested maintenance work orders applicable to the Maintenance Building.

Table 6 - Table of Work Orders

CATEGORY	WORK ORDER	DESCRIPTION	FREQUENCY
SITE	SITE 1.1.04	Provide vegetation control and site cleanup	Weekly
SITE	EXT 3.1.09	Inspect roof surfaces, flashings, and caulking joints	Annual
SITE	EXT 3.1.10	Inspect roof area due to wind storm	As Required
SITE	EXT 3.1.12	Clean gutters, roof drains, and downspouts	Semi-Annual
SITE	EXT 3.2.11	Inspect exterior cladding/siding, flashings, and caulking	Annual
EXTERIOR	EXT 3.2.12	Clean all cladding & trim	As Required
EXTERIOR	EXT 3.3.02	Inspect all exterior windows, patio doors, & caulking	Annual
EXTERIOR	EXT 3.3.04	Wash all exterior windows	Annual
EXTERIOR	EXT 3.4.02	Adjust all doors, weatherstripping, and hardware	Annual
INTERIOR	INT 4.1.02	Inspect all floor finishes	Semi-Annual

INTERIOR	INT 4.11.03	Provide monthly costs: Hydro	Monthly
INTERIOR	INT 4.11.08	Provide monthly costs: Municipal MTSA/Fire Protection	Monthly
MECHANICAL	MECH 5.2.09	Verify operation of all heat/cool/exhaust controls	Annual
ELECTRICAL	ELEC 6.1.01	Inspect & service poles, support wires, main feeds, and building connections.	Annual
ELECTRICAL	ELEC 6.1.03	Inspect & service main & distribution panel circuit breakers and connections	Annual
ELECTRICAL	ELEC 6.2.01	Replace light bulbs (in Offices)	Every 3 Years
FIRE PROTECTION	FIRE 7.1.13	Inspect & service Fire Extinguishers 1 ABC & 1 class K Wet chemical (commercial kitchen)	Annual

8.2. RECOMMENDED MAINTENANCE EQUIPMENT

A list of recommended tools/equipment and materials/supplies to conduct maintenance work outlined in the suggested work orders is provided in **Appendix E**.

9. Reporting

Templates for Reporting are found in **Appendix F**. The reporting templates include layout for input such as:

- Routine inspection and special maintenance duties;
- Operation and Maintenance and monitoring data log;
- Maintenance Personnel name, training and certification information;
- Proposed O&M cost estimate for each task related to routine inspection/maintenance including:
 - Wages,
 - Service contractors,
 - Utility bills,
 - Repair/Replacement Costs.

APPENDIX A - *Example MMP*

Building Data Collection Sheet

BAND				
BUILDING SUB-CATEGORY VALUES				
STORAGE				
Site Area:	400 ft. ² / 37 m ²	Building Area x 2		
Bldg Footprint:	200 ft. ² / 18.58m ²	10x20		
Total Bldg Floor Area:	200 ft. ² / 18.58m ²			
Ext wall overall length:	60 ft	Ext wall Ht: 9 Ft.		
Ext wall area:	540 ft. ² / 50.16 m ²			
Ext windows:	1 x \$1200/Unit			
Ext Doors:	1 x \$2500/Leaf			
Curtain Wall:		\$75ft. ²		
Overhead Door:	1 x \$1800/Unit			
Int Doors:	1 x \$1800/Leaf	w/ Glazing		
SUB-CATEGORY	MATERIALS	QUANTITY ft. ² / m ² / M	REMARKS	COST
1. SITE				
1.1. Soft Landscaping	Grass	200 ft. ² / 18.58m ²	Area = Site:18.5 m ² minus building area	
1.2. Irrigation	N/A			
1.3. Playfields	N/A			
1.4. Playgrounds	N/A			
1.5. Retaining Walls				
1.6. Sidewalks	N/A			
1.7. Fencing	N/A		Cost Breakdown: Wood Fencing: 6' = \$10/ft. ² . 5' = \$9/ft. ² . 4' = \$8/ft. ²	
1.8. Parking	N/A	Area =	Cost Breakdown: 2" Asphalt = 4" crush + 6" Road Base / \$75m ² GRAVEL: 4" crush + 6" Road Base / \$40m ²	
1.9. Other				
2. STRUCTURAL				
2.1. Sub-Grade	Concrete SoG	200 ft. ² x 4"	Sum Floor area x slab thickness	
2.2. Foundations		2.5 yd. ³ / 1.91 m ³	1 m ³ of concrete placed equals \$350	\$670.00
2.3. Walls	Wood Frame			
2.4. Roof	Wood Frame			
2.5. Supports	Wood Frame			
2.6. Other				
3. EXTERIOR				
3.1. Roofing	Duroid	Floor Area + Overhangs 300 ft. ² / 27.87 m ²	Cost Breakdown: SBS 2-Ply replacement: \$175/m ² (Incl: VB, Insulation & 2-Ply) Light Gauge Metal w/ Exposed Fasters: \$60/m ² Med Gauge Standing Seam: \$90/m ² Duroid Shingle: \$30/m ²	\$850.00
3.2. Cladding	Ranchboard	Perimeter exterior walls x 9' 540 ft. ² / 50.16 m ²	Cost Breakdown: Hardie plank over rain screen equals \$10/ ft. ² 2 ft tapered shingle over rain screen \$18 / ft. ² Cedar Board & Batten \$40 / ft. ² Ranch Board/No RS = \$8.50/ ft. ² Cementitious Panel w/ Battens over RS = \$18 / ft. ²	\$450.00
3.3. Windows	n/a	n/a	Cost Breakdown: Window Cost: x \$1200/Unit CW: x \$75 ft. ²	
3.4. Doors	Metal Clad Residential Grade	1 Doors/1 Leafs	Total Ext doors: 2 @ \$2500/Leaf	\$2,500.00
3.5. Metals & Features	n/a			
4. INTERIOR				
4.1. Floors	Concrete	Floor area: m ² / ft. ² \$193 m ³ / \$18 ft. ²	Flooring: Cost Breakdown: Marmoleum Flooring: \$193 m ³ / \$18 ft. ² Vinyl Plank: \$76 m ³ / \$7 ft. Carpet Tile: \$130 m ³ / \$12 ft. Ceramic Tile: Wood Sports Floor: Cost of concrete supply & place = 375/m ² Cost of finishing = \$2.5/ft. ²	n/a

4.2. Walls	Painted Plywood	Perimeter exterior walls x 8' 480 ft. ² / 44.59 m ² 15 Sheets Ply @\$100	Cost Breakdown: 2-Storey GWB Calculation: Full Bldg = floor area x 5. 1-Storey GWB Calculation: Full Bldg = floor area x 3.5 GWB cost: \$5/ ft. ² Cost Breakdown: Ceiling Calculation, floor area x 2. Ceiling Cost x \$5 ft. ² Cost Breakdown: \$1800/Leaf (Includes install, hardware & painting) Cost Breakdown: Stair 1 - Crawlspace: Wood Handrail Stair 2 - N. Stair: Wood Handrail Stair 3 - W. Stair: Alum/Glazing, Hand/Guardrail Cost Breakdown: Same as 4.2 Walls; full Bldg floor area x 5. Paint Cost: \$1.75 ft. ² / \$18.80 m ³ Custom cabinets for Reception Area. Kitchen Cabinets and Washroom millwork. Cabinets are plywood/wood veneer w/ P-Lam countertops. Cost breakdown: \$100/accessory & \$1,200/Toilet Partition Accessories = \$2,700 Partitions = \$3,600	\$1,500.00
4.3. Ceilings	Painted Plywood	Ceiling area: 200 ft. ² / 18.58m ² 8 Sheets Ply @\$100		\$800.00
4.4. Doors	n/a	0 Doors/0 Leafs		
4.5. Stairs	N/A			
4.6. Painting	N/A	Painting area: Walls & Ceiling 680 ft. ² / 63.17 m ²		\$1,000.00
4.7. Millwork	N/A	Lump Sum includes		
4.8. Washroom Accessories	N/A	(0) WR's total. () Grab Bars, () Mirrors, () Soap Dispensers, () TP Dispensers, () PT Dispensers, () Waste Bins. () Toilet Partions		
4.9. Appliances	N/A	() Kitchen Health Unit: () EL Range, () Fridge, () Hood Fan, () DW, () M/W () W/D,	Cost breakdown: Range: \$1,800, Fridge: \$1,500, DW: \$800, HF: \$400 M/W: \$500, W/D: \$2,000	
4.10. Other	N/A	() Kitchen Community Hall: () PG Range, () Fridge, () Frezzer () Deep Fryer, () Hood Fan w/Suppression () ST. ST Sinks, () DW, () Mobile Food Racks. () Propane Tank	Cost breakdown: Range: \$6,000, Fridge: \$3,500, Frezzer: \$3,500 DW: \$2,400, Commercial HF: (NOTE: Costed in Exhaust) Supression System: (NOTE: Costed in Fire Protection) Mobile Racks: 2x\$400 (\$800) Propane Tank - 500Lb: \$1200 (Sinks in Plumbing)	
5. MECHANICAL				
5.1. Plumbing	N/A	Plumbing Fixtures () ST. ST Commercial Sinks, () W/R Basins, (10) Toilets, () Kitchen Sink, () HC Shower () Mop Sink. () HWT's	Cost breakdown: Basins: \$500, Toilets/Urinals \$500, Kitchen Sink \$500, Mop Sink \$1000, HWT: \$3000 Commercial Sink:\$2,500 HC Shower: \$5,000 HWT: \$3000	
5.2. Air Handling	N/A	Air Handling () Packaged Rooftop 7.5 Ton HP, () Outdoor Electric Furnace () Indoor Electric Furnace	Cost breakdown: Packaged Rooftop HP: \$6,500, Rooftop ERV: \$4,500 Outdoor Furnace: \$5,000 Indoor Electric Furnace: \$3,000	
5.3. Heat/Cool Units	N/A	() Outdoor HP's - 1.5 Ton, () Baseboard heaters.	Cost breakdown: Condensing Unit: \$8,000, Fan Coils \$1,500, Unit Heaters: \$600, Force Flow Heaters: \$600, Outdoor HP-1.5T: \$2,500, Baseboards \$200.	
5.4. Exhaust	N/A	() Inline (Central Ducted Gym WR's) () Kitchen range hood () Commercial Kitchen Exhaust System. See Note	Cost breakdown: Ceiling hung fan: \$800, Inline fans: \$1,200, Ceiling mounted fan: \$300, Kitchen exhaust hood: \$600, Commercial Exhaust Hood & System: \$25,000 (Incl: Ducting and fan Equip)	
5.5. Other	N/A		Cost breakdown: DDC - InHouse: \$6,000 DDC - Monitored 3rd Party: \$60,000	
6. ELECTRICAL				
6.1. Power	40A breaker. U/G wire from Community Bldg	() 600A 3-Ph - Service Panel CT Cabinet & Breaker () 200A - Sub Panel () 100A - Sub Panel () 60A - Sub Panel	Cost Breakdown: Service Panel: \$2,000, CT Cabinet \$600, Distribution Panel: \$1,000 (Note: Costs Includes all breakers)	1,200.00

6.2. Lighting	Interior lights	Exterior: () MH Wall Mount. Interior: (3) Wall & Ceiling Mount. () Battery & Head LED, () Remote Head LED. () Exit signs.	Cost Breakdown: Specialty Fixtures: \$1,500/Fixture (Includes switching), Exterior Fixtures: \$400/Fixture (Average includes switching), Interior Fixtures: 300/Fixture (Average includes switching), Emerg Lts - Battery & Head LED: \$700 Emerg Lts - Remote Head LED: \$300 Exit Lights: \$400	900.00
6.3. Communications	N/A		Allowance	
6.4. Alarms	N/A		Cost Breakdown: Monitored FA System: \$6,000, Monitored Security System \$600, Cost Breakdown: (Includes)	
6.5. Back-up Power	N/A		Auto switch gear, breakers, panels, fuel tank: \$55,000	N/A
6.6. Other	N/A		Cost Breakdown: (Includes) All piping, hoses, accessories & filter Total: \$2,500	N/A
7. FIRE PROTECTION				
7.1. Fire Sprinklers	N/A			
7.2. Fire Suppression	N/A	() Commercial Fire Suppression System	Cost Breakdown Suppression System: \$10,000	
7.3. Fire Extinguishers	N/A	() ABC Type Fire Extinguishers () Class K Wet Chemical	Cost Breakdown ABC Dry Chemical Fire Extinguishers: \$300 Class K Wet Chemical (Commercial Kitchen): \$400	
7.4. Other	N/A			
8. ELEVATING DEVICES				
8.1. Elevators & Lifts	N/A	Hydraulic-Single Car Hydraulic-Single Car	Cost Breakdown: ThyssenKrupp - Hydraulic-Single Car, 2-Stop: \$65,000 HC Lift (2) Person, 1-Stop: \$15,000 Chair Lift (15) Rise: \$3500	N/A
8.2. Other	N/A			

APPENDIX B - *Example MMP*

Annual Maintenance Schedule

APPENDIX C - *Example MMP*

Annual Maintenance Budget

Building Name:	Storage Building
Address:	123 ABC Road, Small Town, BC
Year of Construction:	2005
Unique Community ID:	NAT-B-001000-04

Instructions:

1. Paste required work order(s) in the "Task Code" column.
2. Update Labour Rate as required.
3. All remaining columns will populate with information from the "WO Data Masterlist" tab.
4. Right click anywhere in summary table to "refresh" totals

	Total Annual Budget
Maintenance	\$ 6,850.53
1. SITE	\$ 3,047.97
3. EXTERIOR	\$ 2,014.07
4. INTERIOR	\$ 1,130.57
5. MECHANICAL	\$ 262.50
6. ELECTRICAL	\$ 282.92
7. FIRE PROTECTION	\$ 112.50
Grand Total	\$ 6,850.53

	Maintenance Unit Cost
Total Floor Area	19 m2
Annual Maintenance Cost/m2	\$ 368.70 /m2

Maintenance Task					Crew Hr/Year	Costs per Task					Annual Budget
Task Code	Asset Component	Task Description	Frequency	M / C	Operator	Contractor	Equipment	Parts & Materials	Utilities		
SITE 1.1.04	Grass	Provide vegetation control and site cleanup	Weekly	Maintenance	54	\$ -	\$ 15.00	\$ 5.00	\$ -	\$ -	\$ 3,047.97
EXT 3.1.09	General	Inspect roof surfaces, flashings, and caulking joints	Annual	Maintenance	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.04
EXT 3.1.10	General	Inspect roof area due to wind storm	As Required	Maintenance	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.72
EXT 3.1.12	Gutters & Downspouts	Clean gutters, roof drains, and downspouts	Semi-Annual	Maintenance	3	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 895.90
EXT 3.2.11	General	Inspect exterior cladding/siding, flashings, and caulking	Annual	Maintenance	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56.31
EXT 3.2.12	General	Clean all cladding & trim	As Required	Maintenance	2	\$ -	\$ 400.00	\$ 50.00	\$ -	\$ -	\$ 517.60
EXT 3.3.02	Windows & Patio Doors	Inspect all exterior windows, patio doors, & caulking	Annual	Maintenance	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52.50
EXT 3.3.04	Windows & Patio Doors	Wash all exterior windows	Annual	Maintenance	2	\$ -	\$ 100.00	\$ 10.00	\$ -	\$ -	\$ 177.50
EXT 3.4.02	Doors & Hardware	Adjust all doors, weatherstripping, and hardware	Annual	Maintenance	2	\$ -	\$ -	\$ 30.00	\$ -	\$ -	\$ 97.50
INT 4.1.02	Floor Finish	Inspect all floor finishes	Semi-Annual	Maintenance	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.57
INT 4.11.03	Utilities-Power	Provide monthly costs: Hydro	Monthly	Maintenance	6	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 525.00
INT 4.11.08	Utilities-Municipal MTSA/Fir	Provide monthly costs: Municipal MTSA/Fire Protection	Monthly	Maintenance	6	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 525.00
MECH 5.2.09	Controls	Verify operation of all heat/cool/exhaust controls	Annual	Maintenance	3	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 262.50
ELEC 6.1.01	Main Supply (Exterior)	Inspect & service poles, support wires, main feeds, and building connections.	Annual	Maintenance	2	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 125.00
ELEC 6.1.03	Distribution (Interior)	Inspect & service main & distribution panel circuit breakers and connections	Annual	Maintenance	2	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 125.00
ELEC 6.2.01	Fixtures	Replace light bulbs (in Offices)	Every 3 Years	Maintenance	1	\$ -	\$ -	\$ 5.00	\$ -	\$ -	\$ 32.92
FIRE 7.1.13	Extinguishers	Inspect & service Fire Extinguishers 1 ABC & 1 class K Wet chemical (commercial kitchen)	Annual	Maintenance	1	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 112.50

APPENDIX D - *Example MMP*

Work Orders

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.1.4		WORK ORDER # B06-22-0001
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday - Friday	START DATE	
CATEGORY / SUB-CATEGORY	SITE / Soft Landscaping	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Provide vegetation control and site cleanup		
EQUIPMENT REQUIRED	STANDARD PPE, weed whacker & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Provide weekly vegetation control around building perimeters and sidewalk/patio concrete edges. Maintenance Personnel <u>Manpower required (1)</u> ➤ Remove weeds by pulling, using Weed Whacker, or environmentally friendly spray for vegetation control. ➤ Provide site cleanup of all discarded garbage and construction materials. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.9		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect roof surfaces, flashings, and caulking joints		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.
2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals.

WORK DESCRIPTION:

MAINTENANCE - Inspect roof surfaces, flashings, and caulking joints

1. Inspection of the metal roof surface should focus on the surface, laps, flashings, vents, penetrations, and the condition of sealants used around any penetrations.
2. Complete an Inspection / Maintenance Report and hand into Maintenance Manager Office at end of each day.

Maintenance Personnel

Manpower required (2)

Inspect for:

- Missing fasteners or deteriorated washers required on exposed fastener roof systems. Replace as needed.
- Damage by branches and debris blown onto the roof after windstorms.
- Check all flashings and sealants to ensure that they are not bent, separated, or deteriorated.
- Debris from the surface of the roof, behind vents, pipes, and any miscellaneous roof penetrations.
- Clean roof drains of debris that can restrict drainage.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.10		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect roof area due to wind storm		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect roof area due to wind storm 1. Inspection of the metal roof surface should focus on the surface, laps, flashings, vents, penetrations, and the condition of sealants used around any penetrations. 2. Complete an Inspection Report and hand into Maintenance Manager Office at end of each day. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Damage by branches and debris blown onto the roof after windstorms. ➤ Clean roof are of debris. ➤ Check flashings and sealants to ensure that they are not bent, separated, or deteriorated. ➤ Debris that may have penetrated the surface of the roof. ➤ Use caulking & touch up paint if necessary to seal a puncture and/or to repair scratches in the factory finish ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.12		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Clean gutters, roof drains, and downspouts		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean gutters, roof drains, and downspouts. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Conduct repairs as outlined in the Inspection Report provided after the wind storm inspection. ➤ If spare sheet metal available, install over damaged area and seal all edges with polyurethane caulking or, ➤ Install roofing bitumen or polyurethane caulking over/into punctures Install plywood or poly tarp over damage and seal edges with roofing bitumen or polyurethane caulking. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.11		WORK ORDER # B03-22-0012
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect exterior cladding/siding, flashings, and caulking		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Stain, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect exterior cladding/siding, flashings, and caulking <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Ensure vent screens located at the base of walls are clear of any debris and/or insect nests. ➤ Open voids that allow inclement weather, insects, rodents to penetrate the building envelope assembly. ➤ Integrity of caulk joints. These should be noted to be clear of open voids. ➤ Verify that no boards are loose or missing. ➤ Verify the paint finish is in good condition, with no dents or chips, and is providing the protection required. ➤ Organic growth, mold or mildew. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.12		WORK ORDER # B03-22-0013
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Clean all cladding & trim		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, water hose, bucket, scrub brush, power washer & caulking gun.		
MATERIALS REQUIRED	Mild soap, caulking, touch-up paint.		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean all cladding & trim. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean stains, and organic growth from surface, using mild soap & water. ➤ Touch up any visible damaged or worn finish per the manufacturers recommendations. ➤ Review Manufactures maintenance requirements regarding maintenance and re-painting. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.2		WORK ORDER # B03-22-0014
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect all exterior windows, patio doors, & caulking		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Ladder		
MATERIALS REQUIRED	Caulking		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect all exterior windows, patio doors, & caulking 1. Remove all screens to conduct regular inspection and maintenance protocols. 2. Complete an Inspection Report and hand into Maintenance Manager Office at end of each day. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Missing or, damaged caulking. ➤ Loose / dirty door thresholds, damaged / missing fibre weatherstripping on all door jambs / stiles. ➤ Loose, damaged or missing glazing gasket on all window & door frames. ➤ Obstructed weep holes at windowsills. ➤ Condensation within insulated glazed units. ➤ Glazing deflection, stress on frames and mullions. ➤ Door margin alignment, and hardware functions. ➤ A visual inspection of inner and outer frame to look for physical damage, water marks or stains that may indicate potential problems that need to be addressed.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.4		WORK ORDER # B03-22-0014
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Wash all exterior windows		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Water Hose, Bucket, Sponge, Soft Cloths & Man Lift.		
MATERIALS REQUIRED	Cleaning solution & soap		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Wash all exterior windows <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean stains, and organic growth from surface, using window cleaning solution or, mild soap & water. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

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BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.4.2		WORK ORDER # B03-22-0016
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	EXTERIOR / DOORS & HARDWARE	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Adjust all doors, weatherstripping, and hardware		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, light oil & grease, caulking gun, paint brush		
MATERIALS REQUIRED	Mild soap, Caulking, Paint / touch-up paint.		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Adjust all doors, weatherstripping, and hardware. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Adjust door margins, if necessary and hardware accordingly per Mfr's guidelines, for smooth operation and function of doors. ➤ Adjust weatherstripping accordingly and replace when showing signs of wear. ➤ Wash door leafs, frames, and thresholds, and glazing to remove build up of debris. ➤ Touch up painted surfaces as required. Follow the paint manufacturers guidelines. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.1.2		WORK ORDER # B03-22-0001
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	INTERIOR / FLOORS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect all floor finishes		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Inspect all floor finishes (Annual Review) <u>Maintenance Personnel</u> <u>Manpower required (1)</u> Inspect: ➤ All flooring for damage, loose/separating seams. ➤ All base board for loose or missing trim. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.2		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Hydro		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Hydro ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.8		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Municipal MTSA/Fire Protection		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Municipal MTSA/Fire Protection ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.9		WORK ORDER # B03-22-0000
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	MECHANICAL / CONTROLS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Verify operation of all heat/cool/exhaust controls		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Verify operation of all heat/cool/exhaust controls. ➤ Service is to be conducted by qualified Controls or, HVAC Contractor with "A" Ticket Gas Fitter. 1. Maintain adequate access around ventilation equipment for scheduled service 2. Service includes verification of room temperatures, air flows and adjustment of clock settings for controls. 3. Documentation is required for all HVAC maintenance. Prior to beginning any work, Maintenance Personnel shall: 1. Obtain and review As-built mechanical drawings. 2. Obtain and review Mechanical O&M Manuals and associated Mfr's equipment requirements. 3. Information for the HVAC controls is provided in the Project Mechanical O&M Manual. The operating manual includes information on maintenance and calibration of the controls. 4. Information on the latest balancing report should be noted on file. ➤ This report provides vital information on supply and return air volumes to an area. ➤ Air balancing should be evaluated whenever the occupants report significant indoor air quality problems.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

Maintenance Personnel

Manpower required (1)

1. Complete checklist of service provided by Contractor.
 - Return Tools & Equipment to Storage (Complete Log).
 - Complete Daily Work Record & Maintenance / Inspection Report.

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.1.		WORK ORDER # B03-22-0022
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / EXTINGUISHERS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-2203		
WORK DESCRIPTION (GENERAL)	Inspect service poles, support wires, main feeds, and building connections.		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Inspect service poles, support wires, main feeds, and building connections. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.1.3		WORK ORDER # B03-22-0022
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / EXTINGUISHERS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-2203		
WORK DESCRIPTION (GENERAL)	Inspect & service main & distribution panel circuit breakers and connections		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Annual Inspect and Exercise all main distribution panel breakers and distribution panel circuit breakers by electrical contractor. ➤ Work to be completed by Qualified Electrician <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.		WORK ORDER # B03-22-0024
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / EXTINGUISHERS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-2203		
WORK DESCRIPTION (GENERAL)	Replace all light bulbs (in Offices)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace all light bulbs (in Offices). <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.13		WORK ORDER # B03-22-0030
ASSET	STORAGE BUILDING	ORDER DATE	
LOCATION / ADDRESS	123 ABC St., Small Town, BC	PO #	
HOURS OF OPERATION	Open 9am - 5pm, Monday to Friday	START DATE	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / EXTINGUISHERS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	Joe Blow - 250-555-1234		
WORK DESCRIPTION (GENERAL)	Inspect & service Fire Extinguishers (4) ABC & 1 class K Wet		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect & service Fire Extinguishers (4) ABC & 1 class K Wet. ➤ ANNUAL FIRE PROTECTION CONTRACT - Work is requirement of the NFPA ➤ All work completed by Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

APPENDIX E - *Example MMP*

Suggested Equipment List



TOOLS & EQUIPMENT

BAND MAINTENANCE PERSONNEL	EQUIPMENT	PURCHASE COST	MAINTENANCE COST	LIFE CYCLE	ANNUAL COST
STANDARD PERSONAL PROTECTIVE EQUIPMENT (PPE)	• Safety Vest, CSA Steel Toe Boots, Safety Goggles. • Ear Protection, Gloves. • Particle Mask, N-95 Mask, Respirator. • Face Shield.				
WORK 10' ABOVE GROUND Roof, Ladder, scaffold	• Safety Harness, lanyard				
WORK AREAS	• Safety Cones				
GENERAL MAINTENANCE SHOP TOOLS	TOOLS / EQUIPMENT				
LADDERS STEP / EXTENSION	Step Ladder: 4', 6', 8'. Extension: 12', 14' 20'				
EXTENSION CORDS	25', 50' 100'				
ROPE					
TARPS					
CLEANING TOOLS	Brooms, dust pan, garbage cans, garbage bags, vacuum & vacuum bags.				
CLEANING EQUIPMENT	Garden hose/nozzle, detergent soap/mild cleaner, squeegee & mop				
SAWS	Table, Circular, Reciprocating,				
DRILLS	Corded 1/2", 3/8" Cordless: 3/8" 1/2", Impact, Screwgun				
WORK BENCH	WorkMate				

WORK LIGHTS	Single halogen, 20 foot light string.				
WRENCH / SOCKET SETS	Hand Wrenches, Crescent Wrenches, Pipe Wrenches, Socket Set.				
MISC (ROOF REPAIRS)	20' x 20' Tarp, Rope, 3-Sheets 1/2" plywood (Roof & Lawn Protection), 12-8' 2x4's and 2# - 3" screws (Tarp Hold Down)				
FUEL & OIL	Straight gas, Mixed Fuel, Chain oil, Diesel				
LEAFBLOWER					
CHAINSAW & CHAIN FILE	Small Chain Saw, Large Chain Saw				
PUMPS	Electric submersible, Gas suction & associated hoses				
GENERATOR	1.5kW, 3.5kW, 7kW				
MAINTENANCE VEHICLES	VEHICLE				
MANAGERS PICKUP					
SHOP PICKUP					
SHOP FLATBED					
GATOR (SIDE X SIDE)					
BACKHOE					
MINI-EXCAVATOR					

APPENDIX F - Example MMP

Reporting



ANNUAL MAINTENANCE & INSPECTION REPORT

NO. 001

Date: 21 March 2022

SITE	DESCRIPTION
Soft Landscaping	
Irrigation	
Playground Equipment	
Playfields	
Playgrounds	
Retaining Walls	
Sidewalks	
Fencing	
Parking	
Other	
STRUCTURE	
Sub-Grade	
Foundations	
Walls	
Roof	
Supports	
Other	
EXTERIOR	
Roofing	
Cladding	
Windows	
Doors & Hardware	
Metals & Features	
Other	
INTERIOR	

ANNUAL MAINTENANCE & INSPECTION REPORT

Floors	
Walls	
Ceilings	
Doors & Hardware	
Painting	
Stairs & Railings	
Millwork	
Washroom Accessories	
Window Coverings	
Appliances	
Other	
MECHANICAL	
Plumbing	
HVAC	
Other	
ELECTRICAL	
Power	
Lighting	
Communications	
Alarms	
Back-Up Power	
Other	
Fire Protection	
Fire Suppression Sprinklers	
Fire Suppression Water Supply	
Fire Suppression Kitchen Exhaust	
Fire Suppression Fire Extinguishers	
Other	

ANNUAL MAINTENANCE & INSPECTION REPORT

Elevating Devices	
Elevator	
HC Lift	
Stairwell Chair Lift	
Other	

Conducted by:	
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DETAILED MAINTENANCE & INSPECTION REPORT

NO. 001

Date: 21 March 2022

SITE	DESCRIPTION
STRUCTURE	
EXTERIOR	
INTERIOR	
MECHANICAL	
ELECTRICAL	
FIRE PROTECTION	

DETAILED MAINTENANCE & INSPECTION REPORT

ELEVATING DEVICES	

Conducted by:	
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INSPECTION CHECKLIST

Building Component Inspection Checklist

The following Inspection Checklist provides annual and bi-annual inspection frequencies for qualified Maintenance Personnel or Contractor(s) familiar with the work. Inspection frequency and what to inspect for is tabled within this list. Greater detail for maintenance and inspection protocols may be found in the building O&M Manual.

This Inspection Checklist should be taken as a guideline only.

Category Component	Inspection Frequency	Inspect for
Soft Landscaping	12 Months	- Vegetation growing against building perimeters. - Garbage, sharps, general hazards.
Irrigation	12 Months	- Leaks, damaged heads. - Verify system deposits water where designed.
Playfields	12 Months	- Water pooling or damaged surfaces. - Garbage, sharps, general hazards.
Playground	12 Months	- Water pooling or damaged surfaces. - Depth of soft materials under apparatus is 6" minimum. - Apparatus connections, broken parts, etc. - Garbage, sharps, general hazards.
Retaining Walls	12 Months	- Algae growth, excess vegetation, etc. - Cracks, open voids, alignment, etc.
Sidewalks	12 Months	- Algae growth, excess vegetation, etc. - Cracks, open voids, alignment, etc. - Tripping hazards.
Fencing	12 Months	- Damaged fencing/gates. - Finishes, alignment, etc.
Parking	12 Months	- Water pooling, and low spots. - Proper drainage. - Cracks, heaving, open voids, potholes.
Other	12 Months	Damaged/full manholes, catch basins and drains.
Component	Frequency	Inspect for

INSPECTION CHECKLIST

This Inspection Checklist should be taken as a guideline only.

Category Component	Inspection Frequency	Inspect for
Concrete Surfaces	12 Months	- Concrete walks for cracks and spalling on the surfaces. - Drainage should be reviewed, and signs of ponding or pooling water noted and assessed.
Miscellaneous Metals	12 Months	- Brackets, and fasteners are in place and secure. - Surface rust.
Railings	12 Months	- Brackets, and fasteners are in place and secure. - Surface corrosion.
Component	Frequency	Inspect for
Roofing	6 Months	- Any physical damage and debris. - Unobstructed surface drainage and water ponding.
Siding/Trim	12 Months	- Open voids allowing inclement weather, insects, rodents to penetrate the building envelope assembly. - Severe cracks or checks in the wood planks. - Continuity of caulk joints at dissimilar products. - Missing or loose boards. - Bare spots in finish which require touch ups.
Pre-finished Metal Flashings	6 Months	- Inspect flashing for heavy scratches and damage to finish. - Proper slope on base of wall flashing. - Joint failure, sealant failure and/or damage.
Joint Sealants (Caulking)	6 Months	- Inspect caulking for cracking, loss of adhesion, bulging or lack of flexibility. - At the vertical juncture of the siding and wood posts, around door frames, around and below door thresholds. - Review caulking at the top of the flashing caps located on the wood beam ends.
Exterior Door Hardware	12 Months	- Inspect hardware: Closers, hinges, locksets, and panic hardware. - Check for loose or missing screws. - Check for loose hardware. - Inspect door closers for smooth operation and oil leaks.
Exterior Doors	12 Months	- Check weatherstripping and threshold seals. - Check for dirt at door thresholds. - Check for alignment and smooth operation. - Check paint finish. - Vinyl top caps are in place.

INSPECTION CHECKLIST

This Inspection Checklist should be taken as a guideline only.

Category Component	Inspection Frequency	Inspect for
Windows	12 Months	- Loose components, dirty windowsills. - Loose, damaged, or missing weatherstripping. - Loose, damaged, or missing glazing gaskets. - Obstructed weep holes at windowsills. - Condensation within insulated glazed units. - Water marks or stains that may indicate potential problems. - Flashing, and sealants.
Stucco	12 Months	- Dirt built-up, cracks, breaches, gaps, or openings. - Staining at flashings, penetrations, windows, and doors. - Efflorescence or spalling.
Exterior Paint	12 Months	Staining, discoloration, fading, peeling, cracking, and blisters.
Exhaust vents	12 Months	- Louvers and vents are not blocked by birds, insects or debris. - Ensure all are securely fastened to keep out inclement weather. - Kitchen exhaust fans are free of grease.
Hose Bibs	12 Months	Inspect for drips and loose or missing handles.
Exterior Electrical Components	As needed	Inspect poles, support wires, main lines, and building connections.
GFI's	12 Months	Test all ground Fault Interrupters for operation.
Component	Frequency	Inspect for
Drywall		
T-Bar Ceilings		
Flooring	12 Months	Damaged or lifting vinyl flooring.
Interior Paint	12 Months	Staining, discoloration, fading, peeling, cracking and blisters.
Hose Bibs	12 Months	Inspect for drips and loose or missing handles.

- End of Example MMP -

APPENDIX B

Work Order Library



**ASSET INVENTORY - BUILDINGS
WORK ORDER MASTERLIST**

CATEGORY	SUB-CATEGORY	WORK ORDER	COMPONENT	TASK DESCRIPTION	FREQUENCY
	1.1. Soft Landscaping	SITE 1.1.1	Grass	Aerate lawn areas	Annual
		SITE 1.1.2	Plantings	Pruning of shrubs & trees and site cleanup	Annual
		SITE 1.1.3	Plantings	Add mulch to planters	Annual
		SITE 1.1.4	Grass	Provide vegetation control and site cleanup	Weekly
		SITE 1.1.5	TBD	TBD	As Required
		SITE 1.1.6	TBD	TBD	As Required
		SITE 1.1.7	TBD	TBD	As Required
		SITE 1.1.8	TBD	TBD	As Required
	1.2. Irrigation	SITE 1.2.1	Irrigation	Seasonal service to irrigation system	Semi-Annual
		SITE 1.2.2	Irrigation	Check for leaks in irrigation system	Annual
		SITE 1.2.3	Irrigation	Repair damaged sprinkler heads	As Required
		SITE 1.2.4	Irrigation	Repair damaged irrigation controller	As Required
		SITE 1.2.5	TBD	TBD	As Required
		SITE 1.2.6	TBD	TBD	As Required
	1.3. Playfields	SITE 1.3.1	Surface	Repair worn areas	Semi-Annual
		SITE 1.3.2	Equipment	Install goals	Semi-Annual
		SITE 1.3.3	Surface	Install sport lines	Monthly
		SITE 1.3.4	Surface	Check all surfaces and equipment	Quarterly
		SITE 1.3.5	TBD	TBD	As Required
		SITE 1.3.6	TBD	TBD	As Required
	1.4. Playgrounds	SITE 1.4.1	Equipment	Check all surfaces and equipment	Quarterly
		SITE 1.4.2	Equipment	Repair playground apparatus	As Required
		SITE 1.4.3	Play Surface	Install new pea gravel under equipment	Annual
		SITE 1.4.4	Play Surface	Repair gravel surround	Annual
		SITE 1.4.5	TBD	TBD	As Required
		SITE 1.4.6	TBD	TBD	As Required

1. SITE

1.5. Retaining Walls	SITE 1.5.1	Concrete / Concrete Block	Clean algae from surfaces	Annual
	SITE 1.5.2	Concrete / Concrete Block	Check for structural damage (cracks, spalling, etc)	Annual
	SITE 1.5.3	Wood	Replace rotten timbers	As Required
	SITE 1.5.4	TBD	TBD	As Required
	SITE 1.5.5	TBD	TBD	As Required
	SITE 1.5.6	TBD	TBD	As Required
1.6. Sidewalks	SITE 1.6.1	Concrete	Clean algae from surfaces	Semi-Annual
	SITE 1.6.2	Concrete	Check for tripping hazards	Quarterly
	SITE 1.6.3	Gravel	Add gravel to eliminate pot holes	Semi-Annual
	SITE 1.6.4	General	Provide snow removal	As Required
	SITE 1.6.5	Stairs/Ramp	Replace stairs and ramp to code compliance	As Required
	SITE 1.6.6	TBD	TBD	As Required
1.7. Fencing	SITE 1.7.1	Wood Fencing	Clean, prep and re-stain site perimeter fencing	Every 5 Years
	SITE 1.7.2	General	Repair damaged fencing / gate	As Required
	SITE 1.7.3	TBD	TBD	As Required
	SITE 1.7.4	TBD	TBD	As Required
	SITE 1.7.5	TBD	TBD	As Required
	SITE 1.7.6	TBD	TBD	As Required
1.8. Parking	SITE 1.8.1	Asphalt	Repaint all parking lot markings	Every 5 Years
	SITE 1.8.2	TBD	TBD	As Required
	SITE 1.8.3	Asphalt	Provide crack sealing for all asphalt surfaces	Every 5 Years
	SITE 1.8.4	Asphalt	Parking lot cleaning	Semi-Annual
	SITE 1.8.5	Asphalt	Fill pot holes w/ pavement	As Required
	SITE 1.8.6	Gravel	Grade parking lot & driveway	Semi-Annual
	SITE 1.8.7	Gravel	Fill pot holes w/ gravel	Semi-Annual
	SITE 1.8.8	Gravel	Provide dust control for driveway and parking lot	Annual
	SITE 1.8.9	General	Provide snow removal for driveways and parking lots	As Required
	SITE 1.8.10	TBD	TBD	As Required
1.9. Other	SITE 1.9.1	Consultant	Engage services of a civil and/or building consultant	As Required
	SITE 1.9.2	Drainage	Clean & inspect parking and landscape catch basins	Every 3 Years
	SITE 1.9.3	Curbs	Repair curbs at driveway and parking lot	As Required
	SITE 1.9.4	TBD	TBD	As Required
	SITE 1.9.5	TBD	TBD	As Required
	SITE 1.9.6	TBD	TBD	As Required
	STRUCT 2.1.1	TBD	TBD	As Required

2. STRUCTURAL

2.1. Sub-Grade	STRUCT 2.1.2	TBD	TBD	As Required
	STRUCT 2.1.3	TBD	TBD	As Required
	STRUCT 2.1.4	TBD	TBD	As Required
2.2. Foundations	STRUCT 2.2.1	TBD	TBD	As Required
	STRUCT 2.2.2	TBD	TBD	As Required
	STRUCT 2.2.3	TBD	TBD	As Required
	STRUCT 2.2.4	TBD	TBD	As Required
2.3. Walls	STRUCT 2.3.1	TBD	TBD	As Required
	STRUCT 2.3.2	TBD	TBD	As Required
	STRUCT 2.3.3	TBD	TBD	As Required
	STRUCT 2.3.4	TBD	TBD	As Required
2.4. Roof	STRUCT 2.4.1	TBD	TBD	As Required
	STRUCT 2.4.2	TBD	TBD	As Required
	STRUCT 2.4.3	TBD	TBD	As Required
	STRUCT 2.4.4	TBD	TBD	As Required
2.5. Supports	STRUCT 2.5.1	Columns / Beams	Inspect support columns and/or beams, attachment connections, & bolts	Annual
	STRUCT 2.5.2	Columns / Beams	Tighten beam & column bolt connections	As Required
	STRUCT 2.5.3	Columns / Beams	Replace deteriorated structural column/post	As Required
	STRUCT 2.5.4	TBD	TBD	As Required
	STRUCT 2.5.5	TBD	TBD	As Required
	STRUCT 2.5.6	TBD	TBD	As Required
2.6. Other	STRUCT 2.6.1	Consultant	Engage services of a structural and/or building consultant	Every 5 Years
	STRUCT 2.6.2	TBD	TBD	As Required
	STRUCT 2.6.3	TBD	TBD	As Required
	STRUCT 2.6.4	TBD	TBD	As Required
3.1. Roofing	EXT 3.1.1	Asphalt Shingles	Replace roofing (Life cycle replacement)	Every 25 Years
	EXT 3.1.2	TBD	TBD	As Required
	EXT 3.1.3	TBD	TBD	As Required
	EXT 3.1.4	TBD	TBD	As Required
	EXT 3.1.5	TBD	TBD	As Required
	EXT 3.1.6	Roll Roofing & Flashings	Replace roofing (Life cycle replacement)	Every 35 Years
	EXT 3.1.7	Sheet Metal & Flashings	Replace roofing (Life cycle replacement)	Every 40 Years
	EXT 3.1.8	Deck Membranes	Replace deck membrane (Life cycle replacement)	Every 25 Years
	EXT 3.1.9	General	Inspect roof surfaces, flashings, and caulking joints	Annual

3. EXTERIOR

3. EXTERIOR		EXT 3.1.10	General	Inspect roof area due to wind storm	As Required
		EXT 3.1.11	General	Repair roof flashings damaged from wind storm	As Required
		EXT 3.1.12	Gutters & Downspouts	Clean gutters, roof drains, and downspouts	Semi-Annual
		EXT 3.1.13	Deck Membranes	Clean all decks and built-in deck drains	Semi-Annual
		EXT 3.1.14	TBD	TBD	As Required
		EXT 3.1.15	TBD	TBD	As Required
	3.2. Cladding	EXT 3.2.1	Vinyl Siding & Trim	Replace siding (Life cycle replacement)	Every 25 Years
		EXT 3.2.2	TBD	TBD	As Required
		EXT 3.2.3	TBD	TBD	As Required
		EXT 3.2.4	TBD	TBD	As Required
		EXT 3.2.5	TBD	TBD	As Required
		EXT 3.2.6	Wood Siding & Trim	Replace siding (Life cycle replacement)	Every 40 Years
		EXT 3.2.7	Cementitious Siding & Trim	Replace siding (Life cycle replacement)	Every 40 Years
		EXT 3.2.8	Metal Cladding & Trim	Replace siding (Life cycle replacement)	Every 40 Years
		EXT 3.2.9	Stucco Cladding & Trim	Replace siding (Life cycle replacement)	Every 40 Years
		EXT 3.2.10	Caulking & Paint	Replace caulking & paint all exposed cladding/siding, structure & trim (Life cycle replacement)	Every 10 Years
		EXT 3.2.11	General	Inspect exterior cladding/siding, flashings, and caulking	Annual
		EXT 3.2.12	General	Clean all cladding & trim	As Required
		EXT 3.2.13	General	Repair/replace damaged siding	As Required
		EXT 3.2.14	TBD	TBD	As Required
		EXT 3.2.15	TBD	TBD	As Required
	3.3. Windows	EXT 3.3.1	Windows & Patio Doors	Replace windows & patio doors (Life cycle replacement)	Every 40 Years
		EXT 3.3.2	Windows & Patio Doors	Inspect all exterior windows, patio doors, & caulking	Annual
		EXT 3.3.3	Windows & Patio Doors	Replace damaged sealed unit	As Required
		EXT 3.3.4	Windows & Patio Doors	Wash all exterior windows	Annual
		EXT 3.3.5	Windows & Patio Doors	TBD	As Required
		EXT 3.3.6	Windows & Patio Doors	TBD	As Required
		EXT 3.3.7	Windows & Patio Doors	TBD	As Required
	3.4. Doors	EXT 3.4.1	Doors & Hardware	Replace exterior doors & hardware (Life cycle replacement)	Every 40 Years
		EXT 3.4.2	Doors & Hardware	Adjust all doors, weatherstripping, and hardware	Annual
		EXT 3.4.3	Doors & Hardware	TBD	As Required
		EXT 3.4.4	Doors & Hardware	TBD	As Required
		EXT 3.4.5	Doors & Hardware	TBD	As Required
		EXT 3.4.6	Doors & Hardware	TBD	As Required
		EXT 3.5.1	Miscellaneous Metals	Secure all loose fasteners and touch up surface corrosion	Annual

	3.5. Metals & Features	EXT 3.5.2	Handrails & Guardrails	Paint all handrails & guardrails (Life cycle replacement)	Every 10 Years
		EXT 3.5.3	Carvings	TBD	As Required
		EXT 3.5.4	TBD	TBD	As Required
		EXT 3.5.5	TBD	TBD	As Required
		EXT 3.5.6	TBD	TBD	As Required
	3.6. Other	EXT 3.6.1	Consultant	Engage services of a Structural, Envelope, and/or Building consultant.	Every 5 Years
		EXT 3.6.2	Handrails & Guardrails	Paint all wood handrails & guardrails (Life cycle replacement)	Every 10 Years
		EXT 3.6.3	TBD	TBD	As Required
		EXT 3.6.4	TBD	TBD	As Required
	4.1. Floors	INT 4.1.1	Floor Finish	Replace all floor finishes (Life cycle replacement)	Every 40 years
		INT 4.1.2	Floor Finish	Inspect all floor finishes	Semi-Annual
		INT 4.1.3	Floor Finish	Repair lifting flooring.	As Required
		INT 4.1.4	TBD	TBD	As Required
		INT 4.1.5	TBD	TBD	As Required
		INT 4.1.6	TBD	TBD	As Required
	4.2. Walls	INT 4.2.1	Wall Finish	Repair walls damaged from chairs/furniture/use	As Required
		INT 4.2.2	TBD	TBD	As Required
		INT 4.2.3	TBD	TBD	As Required
		INT 4.2.4	TBD	TBD	As Required
		INT 4.2.5	TBD	TBD	As Required
		INT 4.2.6	TBD	TBD	As Required
	4.3. Ceilings	INT 4.3.1	Suspended T-Bar	Replace damaged T-Bar Ceiling Tiles .	As Required
		INT 4.3.2	TBD	TBD	As Required
		INT 4.3.3	TBD	TBD	As Required
		INT 4.3.4	TBD	TBD	As Required
		INT 4.3.5	TBD	TBD	As Required
		INT 4.3.6	TBD	TBD	As Required
	4.4. Doors	INT 4.4.1	Doors & Hardware	Adjust all door hardware	Annual
		INT 4.4.2	Doors & Hardware	Replace damaged door hardware	As Required
		INT 4.4.3	TBD	TBD	As Required
		INT 4.4.4	TBD	TBD	As Required
		INT 4.4.5	TBD	TBD	As Required
		INT 4.4.6	TBD	TBD	As Required
		INT 4.5.1	Washrooms	Re-paint all washroom & kitchen walls & ceilings	Every 7 Years

4. INTERIOR

4.5. Painting	INT 4.5.2	Board Room	Re-paint all Board Room walls & ceilings	Every 10 Years
	INT 4.5.3	Interior	Re-paint all interior walls (remainder of building)	Every 10 Years
	INT 4.5.4	Corridor	Re-paint damaged wall	As Required
	INT 4.5.5	TBD	TBD	As Required
	INT 4.5.6	TBD	TBD	As Required
4.6. Stairs & Railings	INT 4.6.1	Stair Treads & Railings	Inspect all stair treads, handrails, and guardrails (secure where needed)	Annual
	INT 4.6.2	Stair Treads	Replace damaged stair tread	As Required
	INT 4.6.3	Handrails & Guardrails	Repair damaged handrail	As Required
	INT 4.6.4	Handrails & Guardrails	TBD	As Required
	INT 4.6.5	TBD	TBD	As Required
	INT 4.6.6	TBD	TBD	As Required
4.7. Millwork	INT 4.7.1	Millwork	Inspect all finishes and adjust hardware where needed	Annual
	INT 4.7.2	Millwork doors	Repair millwork door hardware	As Required
	INT 4.7.3	TBD	TBD	As Required
	INT 4.7.4	TBD	TBD	As Required
	INT 4.7.5	TBD	TBD	As Required
	INT 4.7.6	TBD	TBD	As Required
4.8. Washroom Accessories	INT 4.8.1	Hand Dryer	Service hand dryer (w/ electrician)	As Required
	INT 4.8.2	TP Dispenser	Replace damaged TP dispenser at toilet stall	As Required
	INT 4.8.3	Toilet Partitions	Inspect and adjust all toilet partitions	Annual
	INT 4.8.4	TBD	TBD	As Required
	INT 4.8.5	TBD	TBD	As Required
	INT 4.8.6	TBD	TBD	As Required
4.9. Window Coverings	INT 4.9.1	Window Coverings	Replace all window coverings	Every 10 Years
	INT 4.9.2	Window Coverings	Repair/replace damaged blind	As Required
	INT 4.9.3	Window Coverings	TBD	As Required
	INT 4.9.4	Window Coverings	TBD	As Required
	INT 4.9.5	Window Coverings	TBD	As Required
	INT 4.9.6	Window Coverings	TBD	As Required
4.10. Appliances	INT 4.10.1	Appliances (Residential)	Replace all residential appliances	Every 10 Years
	INT 4.10.2	Appliances (Commercial)	Replace all commercial appliances	Every 20 Years
	INT 4.10.3	Dishwasher (Residential)	Service dishwashers in staff areas	Annual
	INT 4.10.4	Dishwasher (Commercial)	Service dishwasher in commercial kitchen	Annual
	INT 4.10.5	Cookers (Commercial)	Service gas burning cookers	Annual
	INT 4.10.6	TBD	TBD	As Required

MECHANICAL

4.10. Other	INT 4.10.7	TBD	TBD	As Required
	INT 4.10.8	TBD	TBD	As Required
	INT 4.10.9	TBD	TBD	As Required
	INT 4.11.1	Consultant	Engage services of a Structural and/or Building consultant. Hazardous Materials survey.	Every 10 Years
	INT 4.11.2	Custodial	Daily interior custodial work	Weekly
	INT 4.11.3	Utilities-Power	Provide monthly costs: Hydro	Monthly
	INT 4.11.4	Utilities-Gas	Provide monthly costs: Gas	Monthly
	INT 4.11.5	Utilities-Phone & Internet	Provide monthly costs: Phone & Internet	Monthly
	INT 4.11.6	Utilities-Municipal Water	Provide monthly costs: Water	Monthly
	INT 4.11.7	Utilities-Municipal Sewer	Provide monthly costs: Sewer	Monthly
	INT 4.11.8	Utilities-Municipal MTSA/Fire Protection	Provide monthly costs: Municipal MTSA/Fire Protection	Monthly
	INT 4.11.9	Utilities-24 Hr Fire Protection Monitoring	Provide monthly costs: 24 Hr Fire Protection Monitoring	Monthly
	INT 4.11.10	Utilities-24 Hr Security System Monitoring	Provide monthly costs: 24 Hr Security System Monitoring	Monthly
	INT 4.11.11	TBD	TBD	As Required
	INT 4.11.12	TBD	TBD	As Required
	INT 4.11.13	TBD	TBD	As Required
5.1. Plumbing	MECH 5.1.1	Water (hot & cold)	Replace Electric Hot Water Tanks (x2) and accessories	Every 10 Years
	MECH 5.1.2	TBD	TBD	As Required
	MECH 5.1.3	TBD	TBD	As Required
	MECH 5.1.4	Water (hot & cold)	Replace Gas-Fired Hot Water Tanks (x2) and accessories	Every 10 Years
	MECH 5.1.5	Water (hot & cold)	Replace commercial grade Gas-Fired Hot Water Heaters (x1) and accessories	Every 20 Years
	MECH 5.1.6	Water (hot & cold)	Service Gas-Fired Hot Water Heaters (x1) and accessories	Annual
	MECH 5.1.7	Sanitary	Clear plugged drain	As Required
	MECH 5.1.8	Fixtures	Replace 5 Toilets	Every 10 Years
	MECH 5.1.9	Water (hot & cold)	Replace Electric Hot Water Tank (x1)	As Required
	MECH 5.1.10	TBD	TBD	As Required
	MECH 5.1.11	TBD	TBD	As Required
	MECH 5.2.1	Equipment	Inspect & service AHU No. 01, ERV No's 01 & 02 replace (12) filters	Quarterly
	MECH 5.2.2	TBD	TBD	As Required
	MECH 5.2.3	TBD	TBD	As Required
	MECH 5.2.4	Equipment	Conduct service of AHU, HRV or, ERV	Annual
	MECH 5.2.5	Equipment	Inspect 2 heat pumps	Annual

5.	5.2. HVAC	MECH 5.2.6	Equipment	Inspect washroom & commercial kitchen exhaust system equipment	Annual
		MECH 5.2.7	Equipment (Commercial)	Clean commercial kitchen exhaust hood	Annual
		MECH 5.2.8	Ducting & Distribution	Clean ductwork for HVAC & Exhaust Equipment	Annual
		MECH 5.2.9	Controls	Verify operation of all heat/cool/exhaust controls	Annual
		MECH 5.2.10	Equipment	Replace (4) ceiling propeller circulation fans	Every 10 Years
		MECH 5.2.11	TBD	TBD	As Required
	5.5. Other	MECH 5.3.1	Consultant	Engage services of a Mechanical and/or Building consultant.	Every 5 Years
		MECH 5.3.2	TBD	TBD	As Required
		MECH 5.3.3	TBD	TBD	As Required
		MECH 5.3.4	TBD	TBD	As Required
ELECTRICAL	6.1. Power	ELEC 6.1.1	Main Supply (Exterior)	Inspect & service poles, support wires, main feeds, and building connections.	Annual
		ELEC 6.1.2	Main Supply (Exterior)	TBD	As Required
		ELEC 6.1.3	Distribution (Interior)	Inspect & service main & distribution panel circuit breakers and connections	Annual
		ELEC 6.1.4	Distribution	Replace 6 broken outlets	As Required
		ELEC 6.1.5	TBD	TBD	As Required
		ELEC 6.1.6	TBD	TBD	As Required
		ELEC 6.1.7	TBD	TBD	As Required
		ELEC 6.1.8	TBD	TBD	As Required
	6.2. Lighting	ELEC 6.2.1	Fixtures	Replace all light bulbs (in Offices)	Every 3 Years
		ELEC 6.2.2	TBD	TBD	As Required
		ELEC 6.2.3	TBD	TBD	As Required
		ELEC 6.2.4	TBD	TBD	As Required
		ELEC 6.2.5	TBD	TBD	As Required
		ELEC 6.2.6	Fixtures	Replace all exterior LED Fixtures (Life cycle replacement)	Every 10 Years
		ELEC 6.2.7	Fixtures	Replace all interior LED Fixtures (Life cycle replacement)	Every 15 Years
		ELEC 6.2.8	Fixtures	Replace damaged fixture	As Required
		ELEC 6.2.9	Controls	Inspect and adjust lighting controls system	Annual
		ELEC 6.2.10	Emergency & Exit	Inspect & service all emergency alarm & power devices	Annual
		ELEC 6.2.11	TBD	TBD	As Required
		ELEC 6.2.12	TBD	TBD	As Required
		ELEC 6.2.13	TBD	TBD	As Required
	6.3	ELEC 6.3.1	Public Address	Replace six (6) speakers in main Corridor	As Required
		ELEC 6.3.2	Phone & Data	Repair damaged data wiring	As Required
		ELEC 6.3.3	TBD	TBD	As Required

6.	6.3. Communications	ELEC 6.3.4	TBD	TBD	As Required
		ELEC 6.3.5	TBD	TBD	As Required
		ELEC 6.3.6	TBD	TBD	As Required
	6.4. Alarms	ELEC 6.4.1	Fire & Smoke	Inspect & service Fire Alarm System	Annual
		ELEC 6.4.2	Intruder	Inspect & service Security Alarm System	Annual
		ELEC 6.4.3	TBD	TBD	As Required
		ELEC 6.4.4	TBD	TBD	As Required
		ELEC 6.4.5	TBD	TBD	As Required
		ELEC 6.4.6	TBD	TBD	As Required
	6.5. Back-up Power	ELEC 6.5.1	Generator	Inspect & service Generator System	Annual
		ELEC 6.5.2	Generator	Operate, inspect, and service Generator System	Monthly
		ELEC 6.5.3	Generator	Fuel purchase for the operation of the Generator System	Quarterly
		ELEC 6.5.4	TBD	TBD	As Required
		ELEC 6.5.5	TBD	TBD	As Required
		ELEC 6.5.6	TBD	TBD	As Required
	6.6. Other	ELEC 6.6.1	Consultant	Engage services of Electrical and/or Building consultant	Every 5 Years
		ELEC 6.6.2	TBD	TBD	As Required
		ELEC 6.6.3	TBD	TBD	As Required
		ELEC 6.6.4	TBD	TBD	As Required
	7.2. Fire Suppression	FIRE 7.1.1	Fire Sprinkler	Inspect & service Fire Protection Sprinkler System	Annual
		FIRE 7.1.2	Extinguishers	Replace discharged fire extinguisher	As Required
		FIRE 7.1.3	TBD	TBD	As Required
		FIRE 7.1.4	TBD	TBD	As Required
		FIRE 7.1.5	TBD	TBD	As Required
		FIRE 7.1.6	Fire Sprinkler	Repaint all exterior sprinkler piping and inspect supports at overhangs and soffit areas (Life cycle replacement)	Every 10 Years
		FIRE 7.1.7	Fire Sprinkler	Replace exposed exterior fire sprinkler dry heads at overhangs and soffit areas (Life cycle replacement)	Every 10 Years
		FIRE 7.1.8	Fire Sprinkler	Replace fire sprinkler dry system air compressor (Life cycle replacement)	Every 10 Years
		FIRE 7.1.9	Fire Sprinkler	Replace fire sprinkler wet system flap valve (Life cycle replacement)	Every 10 Years
		FIRE 7.1.10	Water Supply	Service and certify operation of backflow prevention assembly	Annual
		FIRE 7.1.11	Water Supply	Replace backflow prevention assembly (Life cycle replacement)	Every 20 Years
		FIRE 7.1.12	Kitchen Exhaust Hood	Inspect & service Commercial Kitchen Fire Suppression System	Annual
		FIRE 7.1.13	Extinguishers	Inspect & service Fire Extinguishers (4) ABC & 1 class K Wet chemical (commercial kitchen)	Annual

8. ELEVATING DEVICES	7.4. Other	FIRE 7.2.1	Consultant	Engage services of a Mechanical, Electrical, and/or Building consultant	Every 5 Years
		FIRE 7.2.2	TBD	TBD	As Required
		FIRE 7.2.3	TBD	TBD	As Required
		FIRE 7.2.4	TBD	TBD	As Required
	8.1. Elevating Devices	ELEV 8.1.1	Elevator	Service and maintenance of elevator to conform with the elevated safety device authority	Annual
		ELEV 8.1.2	HC Lift	Service and maintenance of H/C Lift to conform with the elevated safety device authority	Annual
		ELEV 8.1.3	Stairwell Chair Lift	Service and maintenance of chair lift to conform with the elevated safety device authority	Annual
		ELEV 8.1.4	TBD	TBD	As Required
		ELEV 8.1.5	TBD	TBD	As Required
		ELEV 8.1.6	TBD	TBD	As Required
	8.2. Other	ELEV 8.2.1	Consultant	Engage services of a Mechanical, Electrical, and/or Building consultant.	Every 5 Years
		ELEV 8.2.2	TBD	TBD	As Required
		ELEV 8.2.3	TBD	TBD	As Required
		ELEV 8.2.4	TBD	TBD	As Required

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.1.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SOFT LANDSCAPING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Aerate lawn areas		
EQUIPMENT REQUIRED	STANDARD PPE, Aerator & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Aerate lawn areas.

- All work conducted by landscape contractor.

Maintenance Personnel

Manpower required (2)

- Provide site cleanup and dispose discarded vegetation in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.1.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SOFT LANDSCAPING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Pruning of shrubs & trees and site cleanup		
EQUIPMENT REQUIRED	STANDARD PPE, weed whacker & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

MAINTENANCE - Pruning of shrubs & trees and site cleanup.

NOTE: In the event tree topping is required:

- All treetop should be conducted by a professional Tree topping firm that carries liability insurance.
- Prepare additional work order if tree topping required.

Maintenance Personnel

Manpower required (2)

- Prune shrubs and trees as needed and/or, desired for visual preference and/or, vegetation control.
- Provide site cleanup of all discarded garbage and construction materials in an environmentally friendly manner.
- Provide site cleanup and dispose discarded vegetation in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.1.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SOFT LANDSCAPING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Add mulch to planters		
EQUIPMENT REQUIRED	STANDARD PPE, Wheel Barrow, Shovel & Rake		
MATERIALS REQUIRED	Bark Mulch		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Add mulch to planters.

Maintenance Personnel

Manpower required (1)

- Place bark mulch in uniform thickness over all planting areas.
- Average depth of bark mulch approximately 2"
- Provide site cleanup and dispose discarded vegetation in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.1.4		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SOFT LANDSCAPING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Provide vegetation control and site cleanup		
EQUIPMENT REQUIRED	STANDARD PPE, weed whacker & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Provide weekly vegetation control around building perimeters and sidewalk/patio concrete edges.

Maintenance Personnel

Manpower required (1)

- Remove weeds by pulling, using Weed Whacker, or environmentally friendly spray for vegetation control.
- Provide site cleanup of all discarded garbage and construction materials.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.2.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / IRRIGATION	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Seasonal service to irrigation system		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Air Compressor		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Seasonal service to irrigation system.

- **Work includes service to Irrigation System backflow prevention assembly.**
- **This work is to be completed by qualified service personnel.**

Maintenance Personnel

Manpower required (1)

- Blow clear all irrigation lines.
- Verify timer is set to current water restrictions times and Standard/Daylight saving time.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS

(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.2.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / IRRIGATION	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Check for leaks in irrigation system		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Air Compressor		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Check for leaks in irrigation system.

Maintenance Personnel

Manpower required (1)

- Inspect interior water supply connection and backflow prevention assembly for leaks or corrosion.
- Inspect all exterior valve boxes, auto valves and diverters.
- Verify all electrical connections are sound. Repair as necessary.
- Run system on manual and inspect all areas where water lines are buried for signs of leakage.
- Dig up and repair as necessary any leaks found.
- Verify timer is set to current water restrictions times and Standard/Daylight saving time.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.2.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / IRRIGATION	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair damaged sprinkler heads		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair damaged sprinkler heads. ➤ All work to be conducted by Irrigation Contractor for a fixed fee. Maintenance Personnel <u>Manpower required (1)</u> ➤ Verify timer is set to current water restrictions times and Standard/Daylight saving time. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.2.4		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / IRRIGATION	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair damaged irrigation controller		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair damaged irrigation controller. ➤ All work to be conducted by Irrigation Contractor for a fixed fee. Maintenance Personnel <u>Manpower required (1)</u> ➤ Verify timer is set to current water restrictions times and Standard/Daylight saving time. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.4.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PLAYGROUNDS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect all surfaces and equipment		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Inspect all surfaces and equipment.

Maintenance Personnel

Manpower required (1)

Inspect:

- Ground surface area for sharps.
- Verify gravel play surface is a min 6" deep.
- Ensure end of slide areas have a min 5-feet of clearance.
- Ensure all equipment is secured to the ground.
- Review nut and bolt fasteners and verify none are loose. Resecure as necessary.
- Verify there are no sharp edges on any equipment surfaces
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.4.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PLAYGROUNDS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair playground apparatus		
EQUIPMENT REQUIRED	STANDARD PPE, CARPENTRY TOOLS & POWER TOOLS		
MATERIALS REQUIRED			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair playground apparatus. Maintenance Personnel <u>Manpower required (1)</u> Inspect: ➤ Remove damaged apparatus. ➤ Replace removed components with new equipment / apparatus. ➤ Dispose of damaged equipment / apparatus in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.4.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PLAYGROUNDS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Install new pea gravel for entire playground & under equipment		
EQUIPMENT REQUIRED	STANDARD PPE, CARPENTRY TOOLS, WHEELBARROW, SHOVEL & RAKE (Rock Slinger Vehicle)		
MATERIALS REQUIRED	Pea Gravel		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Install new pea gravel for entire Playground & under equipment.

- It is recommended the placement of the pea gravel is completed with the aid of a rock slinger vehicle.

Maintenance Personnel

Manpower required (2)

Inspect:

- Remove all old gravel and visible organics from play area.
- Install filter cloth and cover with new pea gravel.
- Verify finished gravel play surface is a min 6" deep.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.4.5		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PLAYGROUNDS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair gravel surround		
EQUIPMENT REQUIRED	STANDARD PPE, CARPENTRY TOOLS, RAKE, ELECTRIC HAMMER		
MATERIALS REQUIRED	6 x 6 Pressure Treated Timbers, Rebar / Steel stakes		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Repair gravel surround.

Maintenance Personnel

Manpower required (2)

Inspect:

- Remove deteriorated timbers from playground perimeter area.
- Install new 6 x 6 pressure treated timbers and secure with rebar / steel stakes.
- Drive stakes into ground using sledge hammer and finish with electric hammer.
- Verify steaks are in embedded past top of timber surface by a minimum 1 inch for protection.
- Verify finished gravel play surface is a min 6" deep.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.5.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / RETAINING WALLS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean algae from surfaces		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, water hose, bucket, scrub brush, power washer & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

MAINTENANCE - Power wash to clean algae from surfaces of retaining walls.

Maintenance Personnel

Manpower required (2)

- 2-men required for all work greater than 8 feet above grade.
- Power wash face and top of retaining walls. Scrub with brush if needed to remove algae
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.5.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / RETAINING WALLS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Check for structural damage (cracks, spalling, etc.)		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones & Ladder		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Check for structural damage (cracks, spalling, etc.) on concrete retaining walls and Lock Block wall systems. Maintenance Personnel <u>Manpower required (2)</u> ➤ 2-men required for all work greater than 8 feet above grade. ➤ Visually review surfaces, joints and corners and intersections. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased			\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.6.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SIDEWALKS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean algae from surfaces		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, water hose, bucket, scrub brush, power washer & fuel		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Power wash to clean algae from surfaces of sidewalks. Maintenance Personnel <u>Manpower required (1)</u> ➤ Power wash surfaces of sidewalks. Scrub with brush if needed to remove algae. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.6.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SIDEWALKS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Check for tripping hazards around perimeter of building		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Check for tripping hazards around perimeter of building & entry door area. <u>Manpower required (1)</u> Inspect for: ➤ Cracks in the perimeter surface area around the building that may cause an individual to trip/fall. ➤ Remove tripping hazard and discard in appropriate manner. ➤ Make good surface areas for a smooth, uniform surface. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.6.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SIDEWALKS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Add gravel to eliminate pot holes		
EQUIPMENT REQUIRED	STANDARD PPE, RAKE, SHOVEL, PLATE COMPACTOR.		
MATERIALS REQUIRED	ROAD BASE, Fuel		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Add gravel to eliminate pot holes. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Compact all areas with new fill with plate compactor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -		\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.6.4		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SIDEWALKS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Provide snow removal on as-needed basis		
EQUIPMENT REQUIRED	STANDARD PPE, Snow Shovel		
MATERIALS REQUIRED	1-Bag Rock Salt		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

Maintenance - Provide snow removal for building access on as-needed basis.

- Snow removal provided by landscape contractor for fixed fee.

Maintenance Personnel

Manpower required (1)

- Provide rock salt at entrances, steps & accessible ramp as-needed.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.6.5		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / SIDEWALKS	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace stairs and ramp to code compliance		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	Pressure Treated Lumber (only)		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Replace stairs and ramp to code compliance.

COST INCLUDES:

- Review & design by Structural Engineer and/or, Building Consultant for fixed fee.
- Demolition of existing stairs, entry landing, accessible ramp and guardrails / handrails.
- Construction to provide new stairs, entry landing, accessible ramp and guardrails / handrails. to be code compliant.

Maintenance Personnel

Manpower required (1)

- Maintenance foreman to oversee all work and keep site/area clean on daily basis.
- Dispose of all discarded construction materials at the end of project and dispose of in environmental friendly manner
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.7.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / FENCING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean, prep and re-stain site perimeter fencing		
EQUIPMENT REQUIRED	STANDARD PPE, Water Hose, Power Washer, Tarp, Airless Sprayer, Paint Roller, Brush & Pan		
MATERIALS REQUIRED	Paint Pan Liners, Exterior Acrylic Latex Paint/Stain		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Clean, prep and re-stain site perimeter fencing.

Maintenance Personnel

Manpower required (2)

- Clean all surfaces with mild soap & water.
- Re-stain both sides.
- Use roller pan liners when using paint roller.
- Always use tarp to protect ground cover.
- Clean all debris at end of each work day.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.7.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / FENCING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair damaged fencing / gate		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	Cedar 2x4, 1x6, paint & light oil		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair damaged fencing / gate <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Conduct repairs as outlined in the Inspection Report ➤ Remove damaged gate. ➤ Resecure loose boards and outer frame. ➤ Stain / Paint new wood to match. ➤ Re-install gate, oil hinges and latch assembly ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repaint all parking lot markings		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Repaint all parking lot lines and misc. markings. ➤ Includes H/C Stalls, Bus Zone Curb painting and Driveway Cross Walk. ➤ All work by Line Painting Contractor. ➤ All work conducted on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Maintenance foreman to block off driveway and parking. Post signs parking lot unavailable. ➤ Work to be done on a non-operational day. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Provide crack sealing for all asphalt surfaces		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Provide crack sealing for all asphalt surfaces (5 Year Schedule). ➤ All work conducted by Asphalt contractor. ➤ All work conducted on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Maintenance foreman to block off driveway and parking. Post signs parking lot unavailable. ➤ Work to be done on a non-operational day. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.4		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Parking lot cleaning		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Parking lot cleaning. ➤ All work conducted by Street Sweeping Contractor. ➤ All work conducted on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Maintenance foreman to block off driveway and parking. Post signs parking lot unavailable. ➤ Work to be done on a non-operational day. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.5		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Fill pot holes w/ pavement		
EQUIPMENT REQUIRED	STANDARD PPE, Rake, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Fill pot holes w/ pavement. ➤ All work to be conducted by Contractor specializing with asphalt repairs. ➤ All work conducted on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Maintenance foreman to block off driveway and parking. Post signs parking lot unavailable. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.6		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Grade parking area and driveway		
EQUIPMENT REQUIRED	STANDARD PPE, Rake, Safety Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Grade gravel parking lot and driveway access on as-needed basis. ➤ All driveway & parking lot work conducted by Contractor on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Rake areas smooth of excess gravel. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.7		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Fill pot holes w/ gravel		
EQUIPMENT REQUIRED	STANDARD PPE, RAKE, SHOVEL, PLATE COMPACTOR.		
MATERIALS REQUIRED	ROAD BASE, Fuel		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.
7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

Maintenance - Provide gravel road base and fill low spots at gravel parking lot and building perimeter on as-needed basis.

- All work conducted on a fixed fee/per visit.

Maintenance Personnel

Manpower required (2)

- Compact all areas with new fill with plate compactor.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ -
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -		\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.8		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Provide dust control for driveway area and parking spot		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones		
MATERIALS REQUIRED	CALCIUM CHLORIDE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Provide dust control for driveway area and parking spot and building perimeter on as-needed basis. ➤ All work conducted on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased	1.0	\$ -	\$ 500.00	\$ 500.00
TOTAL LABOR & MATERIALS				\$ 537.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.8.9		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / PARKING	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Provide snow removal on as-needed basis		
EQUIPMENT REQUIRED	STANDARD PPE, snow shovel		
MATERIALS REQUIRED	1-Bag Rock Salt		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Provide snow removal for building access on as-needed basis. ➤ All driveway & parking lot work conducted by Contractor on a fixed fee/per visit. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Provide rock salt at entrances, steps & accessible ramp as-needed. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased	N/A	\$ -	\$ 150.00	\$ 150.00
TOTAL LABOR & MATERIALS				\$ 187.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.9.1		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / OTHER	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Engage services of a civil and/or building consultant		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Engage services of a Civil and/or Building consultant.

1. Review Water ingress/flooding of Mechanical Room and parking area adjacent to building in Southeast corner.
2. Consultants will provide Field Report, details and construction review of repairs.

Maintenance Personnel

Manpower required (2)

- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased	0.0	\$ -		\$ -
TOTAL LABOR & MATERIALS				\$ 37.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.9.2		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / OTHER	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean & inspect parking and landscape catch basins		
EQUIPMENT REQUIRED	STANDARD PPE, safety cones, submersible pump, shovel & bucket		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Clean & inspect parking and landscape catch basins. ➤ Review water level, possible debris and outflow discharge in each (4) catch basin. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clear gravel from lid perimeter. ➤ Remove grate, if possible pump out water to conduct inspection and to remove possible debris. ➤ If catch basin has too much debris a Vacuum Truck will be needed to complete. ➤ Complete Daily Work Record & Inspection / Maintenance Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION			0	TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased		\$ -	\$ 250.00	\$ 250.00
TOTAL LABOR & MATERIALS				\$ 287.50

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	SITE 1.9.3		WORK ORDER #
ASSET	ABC Building Name	ORDER DATE	
LOCATION / ADDRESS	ABC ROAD	PO #	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	
CATEGORY / SUB-CATEGORY	SITE / OTHER	END DATE	
REQUESTED BY / CONTACT			
ISSUED TO			
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair curbs at driveway and parking lot		
EQUIPMENT REQUIRED	STANDARD PPE, Standard Carpentry Tools, electric hammer		
MATERIALS REQUIRED	Rebar / Steel stakes		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair curbs at driveway and parking lot. The following work is completed by Contractor specializing with concrete or asphalt curbs. ➤ Repair damaged driveway curbs <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove deteriorated wheel stops from parking areas and/or, ➤ Realign all dislodged <u>Rubber</u> wheel stops in parking lot. Resecure with Rebar / Steel stakes. ➤ Drive stakes into ground using sledge hammer and finish with electric hammer. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				0 TOTAL COST
Maintenance Assistant			\$ -	\$ -
Maintenance Assistant			\$ -	\$ 37.50
Contractor			\$ -	\$ -
Tools & Equipment - Rentals			\$ -	\$ -
Parts + Materials - Purchased	1.0	\$ -	\$ 500.00	\$ 500.00
TOTAL LABOR & MATERIALS				\$ 537.50

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	STRUCT 2.5.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	STRUCTURAL / SUPPORTS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect support columns and/or beams & guardrail attachment bolts		
EQUIPMENT REQUIRED	STANDARD PPE, Standard Carpentry Tools		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Inspect support columns and/or beams & guardrail attachment bolts. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Inspect condition and attachment of all post saddles, framing anchors supporting Main Entry accessible ramp, landing & steps and all guardrail post bolts. ➤ Inspect condition and attachment of all post saddles, framing anchors supporting Side Entry accessible ramp, landing & steps and all guardrail post bolts. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	STRUCT 2.5.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	STRUCTURAL / SUPPORTS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Tighten beam & column bolt connections		
EQUIPMENT REQUIRED	STANDARD PPE, Standard Carpentry Tools, Impact Wrench & Torque Wrench		
MATERIALS REQUIRED	Galvacon paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Tighten beam & column bolt connections. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Tighten & torque all structural post bolts on exterior & interior columns as required by timber works engineer. ➤ Touch up all end bolts with Zinc rich paint (Galvacon). ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	STRUCT 2.6.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	STRUCTURAL / OTHER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Engage services of a structural and/or building consultant		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Engage services of Structural and/or Building consultant. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Review hairline cracks in interior drywall surfaces on upperfloor ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor / Consultant(s)				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.1		WORK ORDER # B03-22-0006
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace roofing (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Poly Tarp, Ladder & Rope (Rope required for ladder tie-off), Extension Cord(s), Drill & bits, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> CAPITAL - ASPHALT roof 25 Yr life cycle replacement. ➤ All roof work by qualified roofing contractor for fixed fee. 1. Strip old Roofing material and dispose at local dump site. 2. Provide new roof membrane assembly to RCABC Standards. 1. Provide new roof membrane assembly to RCABC Standards. 2. Assembly includes but not limited to, ice & water membrane, roof curbs, vents, and flashings. 3. Roof area = ft.² <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Maintenance foreman to oversee all work and keep site/area clean on daily basis. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ 21,690.00	\$ 21,690.00
TOTAL LABOR & MATERIALS				\$ 21,690.00

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.6		WORK ORDER # B03-22-0006
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace roofing (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Poly Tarp, Ladder & Rope (Rope required for ladder tie-off), Extension Cord(s), Drill & bits, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> CAPITAL - Roll Roofing & Flashings 35 Yr life cycle replacement. ➤ All roof work by qualified roofing contractor for fixed fee. 1. Strip old Roofing material and dispose of in an environmentally friendly manner. 2. Provide new roof membrane assembly to RCABC Standards. 3. Assembly includes but not limited to, ice & water membrane, insulation, 2-ply membrane, roof curbs, vents, drains, scuppers, and flashings. 4. Roof area = 5200 ft.² <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Maintenance foreman to oversee all work and keep site/area clean on daily basis. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ 21,690.00	\$ 21,690.00
TOTAL LABOR & MATERIALS				\$ 21,690.00

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.7		WORK ORDER # B03-22-0006
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace roofing (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Poly Tarp, Ladder & Rope (Rope required for ladder tie-off), Extension Cord(s), Drill & bits, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> CAPITAL - Metal roof 40 Yr life cycle replacement. ➤ All roof work by qualified roofing contractor for fixed fee. 1. Strip old Roofing material and dispose of in an environmentally friendly manner. 2. Provide new roof membrane assembly to RCABC Standards. 3. Assembly includes but not limited to, ice & water membrane, insulation, roof curbs, vents, and flashings. 4. Roof area = ft.² <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Maintenance foreman to oversee all work and keep site/area clean on daily basis. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ 21,690.00	\$ 21,690.00
TOTAL LABOR & MATERIALS				\$ 21,690.00

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.8		WORK ORDER # B03-22-0006
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace deck membrane (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Poly Tarp, Ladder & Rope (Rope required for ladder tie-off), Extension Cord(s), Drill & bits, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.
7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.
2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals.

WORK DESCRIPTION:

CAPITAL - Replace deck membrane (Life cycle replacement).

➤ **All membrane work by qualified decking / roofing contractor for fixed fee.**

1. Strip old decking and/or, roofing material and dispose of in an environmentally friendly manner.
2. Provide new roof membrane assembly to RCABC Standards.
3. Assembly includes but not limited to, ice & water membrane, insulation, roof curbs, vents, drains, scuppers and flashings.
4. Roof area = ft.²

Maintenance Personnel

Manpower required (2)

- Maintenance foreman to oversee all work and keep site/area clean on daily basis.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ 21,690.00	\$ 21,690.00
TOTAL LABOR & MATERIALS				\$ 21,690.00

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.9		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect roof surfaces, flashings, and caulking joints		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.
2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals.

WORK DESCRIPTION:

MAINTENANCE - Inspect roof surfaces, flashings, and caulking joints

1. Inspection of the metal roof surface should focus on the surface, laps, flashings, vents, penetrations, and the condition of sealants used around any penetrations.
2. Complete an Inspection / Maintenance Report and hand into Maintenance Manager Office at end of each day.

Maintenance Personnel

Manpower required (2)

Inspect for:

- Missing fasteners or deteriorated washers required on exposed fastener roof systems. Replace as needed.
- Damage by branches and debris blown onto the roof after windstorms.
- Check all flashings and sealants to ensure that they are not bent, separated, or deteriorated.
- Debris from the surface of the roof, behind vents, pipes, and any miscellaneous roof penetrations.
- Clean roof drains of debris that can restrict drainage.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.10		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect roof area due to wind storm		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect roof area due to wind storm 1. Inspection of the metal roof surface should focus on the surface, laps, flashings, vents, penetrations, and the condition of sealants used around any penetrations. 2. Complete an Inspection Report and hand into Maintenance Manager Office at end of each day. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Damage by branches and debris blown onto the roof after windstorms. ➤ Clean roof are of debris. ➤ Check flashings and sealants to ensure that they are not bent, separated, or deteriorated. ➤ Debris that may have penetrated the surface of the roof. ➤ Use caulking & touch up paint if necessary to seal a puncture and/or to repair scratches in the factory finish ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.11		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair roof flashings damaged from wind storm		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> MAINTENANCE- Metal Repair: Roof leak damage from windstorm. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Conduct repairs as outlined in the Inspection Report provided after the wind storm inspection. ➤ If spare sheet metal available, install over damaged area and seal all edges with polyurethan caulking or, ➤ Install roofing bitumen or polyurethane caulking over/into punctures Install plywood or poly tarp over damage and seal edges with roofing bitumen or polyurethane caulking. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.12		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean gutters, roof drains, and downspouts		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean gutters, roof drains, and downspouts. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean all debris from gutters, roof drains, and downspouts. ➤ Inspect for damage to gutters, roof drains, and downspouts and associated caulking. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.1.13		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / ROOFING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean all decks and built-in deck roof drains		
EQUIPMENT REQUIRED	STANDARD PPE, Fall protection equipment, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

MAINTENANCE - Clean all decks and built-in deck roof drains.

- Power wash all decks and clean deck built-in roof drains

NOTE: Water pressure is not to exceed 1200 PSI.

Maintenance Personnel

Manpower required (2)

- Gently scrub all decks with mild soap/cleaner and soft brush. Powerwash all decks.
- Ensure all water discharge is directed away from building finishes.
- Check all areas cleaned for possible water ingress into building.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION				
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor		\$ -	\$ -	\$ -
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.1		WORK ORDER # B03-22-0010
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace siding (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, 1/2" Aluminum Vent Strip, Cementitious Panels & Battens (Pre-finished), Wall Flashing, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Vinyl Siding & Trim (Life cycle replacement) NOTE: In the event siding replacement is required: There are many types of siding styles and details that can be used to form part of the building envelope. ➤ If siding replacement is required. ➤ It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all original cladding assembly to bare sheathing and dispose of in an in environmentally friendly manner. ➤ Inspect existing structure for any deterioration. Repair as directed by BE Consultant. ➤ Follow building envelope details provided by BE consultant. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.6		WORK ORDER # B03-22-0010
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace siding (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, 1/2" Aluminum Vent Strip, Cementitious Panels & Battens (Pre-finished), Wall Flashing, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Wood Siding & Trim (Life cycle replacement) NOTE: In the event siding replacement is required: There are many types of siding styles and details that can be used to form part of the building envelope. ➤ If siding replacement is required. ➤ It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all original cladding assembly to bare sheathing and dispose of in an in environmentally friendly manner. ➤ Inspect existing structure for any deterioration. Repair as directed by BE Consultant. ➤ Follow building envelope details provided by BE consultant. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.7		WORK ORDER # B03-22-0010
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace siding (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, 1/2" Aluminum Vent Strip, Cementitious Panels & Battens (Pre-finished), Wall Flashing, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

CAPITAL - Replace Cementitious Siding & Trim (Life cycle replacement)

NOTE: In the event siding replacement is required:

There are many types of siding styles and details that can be used to form part of the building envelope.

- If siding replacement is required.
- It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications.

Maintenance Personnel

Manpower required (2)

- Remove all original cladding assembly to bare sheathing and dispose of in an environmentally friendly manner.
- Inspect existing structure for any deterioration. Repair as directed by BE Consultant.
- Follow building envelope details provided by BE consultant.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.8		WORK ORDER # B03-22-0010
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace siding (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, 1/2" Aluminum Vent Strip, Cementitious Panels & Battens (Pre-finished), Wall Flashing, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Metal Cladding & Trim (Life cycle replacement) NOTE: In the event siding replacement is required: There are many types of siding styles and details that can be used to form part of the building envelope. ➤ If siding replacement is required. ➤ It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all original cladding assembly to bare sheathing and dispose of in an in environmentally friendly manner. ➤ Inspect existing structure for any deterioration. Repair as directed by BE Consultant. ➤ Follow building envelope details provided by BE consultant. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS

(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.9		WORK ORDER # B03-22-0010
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace siding (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, 1/2" Aluminum Vent Strip, Cementitious Panels & Battens (Pre-finished), Wall Flashing, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Cement Stucco Cladding & Trim (Life cycle replacement) NOTE: In the event siding replacement is required: There are many types of siding styles and details that can be used to form part of the building envelope. ➤ If siding replacement is required. ➤ It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all original cladding assembly to bare sheathing and dispose of in an in environmentally friendly manner. ➤ Inspect existing structure for any deterioration. Repair as directed by BE Consultant. ➤ Follow building envelope details provided by BE consultant. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.10		WORK ORDER # B03-22-0011
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace caulking & re-paint all exposed cladding/siding, structure & trim (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Stain, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace caulking & re-paint all exposed cladding/siding, structure & trim (Life cycle replacement) 1. Follow re-painting procedures outlined in the Master Painting Institute (MPI) Repainting Manual. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> 1. Remove all original visible caulking. 2. Clean all surfaces with mild soap & water. 3. Fill all open voids smaller than 1/2' with paintable poyurethane caulking. 4. Re-stain building siding & trim ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.11		WORK ORDER # B03-22-0012
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect exterior cladding/siding, flashings, and caulking		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Stain, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. 2. Fire Spotter required for all hot work. (All torch work). Fire spotting required for 12 hours at 1Hr intervals. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect exterior cladding/siding, flashings, and caulking <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Ensure vent screens located at the base of walls are clear of any debris and/or insect nests. ➤ Open voids that allow inclement weather, insects, rodents to penetrate the building envelope assembly. ➤ Integrity of caulk joints. These should be noted to be clear of open voids. ➤ Verify that no boards are loose or missing. ➤ Verify the paint finish is in good condition, with no dents or chips, and is providing the protection required. ➤ Organic growth, mold or mildew. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.12		WORK ORDER # B03-22-0013
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean all cladding & trim		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, water hose, bucket, scrub brush, power washer & caulking gun.		
MATERIALS REQUIRED	Mild soap, caulking, touch-up paint.		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean all cladding & trim. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean stains, and organic growth from surface, using mild soap & water. ➤ Touch up any visible damaged or worn finish per the manufacturers recommendations. ➤ Review Manufactures maintenance requirements regarding maintenance and re-painting. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES **WORK ORDER**

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.2.13		WORK ORDER # B03-22-0014
ASSET	ABC Blding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / CLADDING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair/replace damaged cementitious siding		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun		
MATERIALS REQUIRED	Stain, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair/replace damaged Cementitious siding NOTE: In the event siding repair / replacement is required: There are many types of siding styles and details that can be used to form part of the building envelope. ➤ If siding repair / replacement is required. 1. It is recommended the band contact a Building Envelope (BE) Consultant for guidance regarding building envelope details and specifications. Follow building envelope details provided by BE consultant. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove vertical batten either side of damage. ➤ Cut & remove damaged cladding to expose solid vertical strapping either side of damage. ➤ Inspect existing Air Barrier & structure for any deterioration. ➤ Replace siding: Ensure solid backing on vertical joints. ➤ Leave 1/4" gap at full perimeter for solid caulking joint. Reinstall battens, complete all caulking and painting to match existing finishes.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.1		WORK ORDER # B03-22-0014
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace windows & patio doors (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Tyvek AB, Peel & Stick Membrane, P&S Primer, 1/2' x 1 1/2" PT Strapping, Cementitious Trim (Pre-finished), Sill Flashing, Sill Dam, Caulking, Nails & Screws, touch-up paint. Windows & Sill Shims.		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

MAINTENANCE - Replace windows & patio doors (Life cycle replacement).

NOTE: In the event window unit/component replacement is required:

There are many types of window frames that can be used to form part of the building envelope. As such, there are too many variable scopes of work and detailing that can be specified that are dependent on exterior finishes, interior finishes and building type.

If window replacement is required.

- Skilled technical training and a clear understanding window & associated hardware installation and function requirements is required for any door/hardware replacement.
- It is recommended the band contact a building envelope consultant for guidance regarding targeted building envelope details and specified window manufacturer selection.
- All work to be conducted by qualified Contractor specializing with Building Envelope remediation works.

Maintenance Personnel Manpower required (2)

- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.2		WORK ORDER #	B03-22-0014
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Inspect all exterior windows, patio doors, & caulking			
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Ladder			
MATERIALS REQUIRED	Caulking			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect all exterior windows, patio doors, & caulking 1. Remove all screens to conduct regular inspection and maintenance protocols. 2. Complete an Inspection Report and hand into Maintenance Manager Office at end of each day. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> Inspect for: ➤ Missing or, damaged caulking. ➤ Loose / dirty door thresholds, damaged / missing fibre weatherstripping on all door jambs / stiles. ➤ Loose, damaged or missing glazing gasket on all window & door frames. ➤ Obstructed weep holes at windowsills. Condensation within insulated glazed units. ➤ Glazing deflection, stress on frames and mullions. ➤ Door margin alignment, and hardware functions. ➤ A visual inspection of inner and outer frame to look for physical damage, water marks or stains that may indicate potential problems that need to be addressed. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.3		WORK ORDER # B03-22-0014
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged sealed unit		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Caulking & touchup paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace damaged sealed unit. ➤ All glazing work to be completed by a qualified glazing contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all screens that impede window replacement. ➤ Repair any damaged caulking as-needed. ➤ Touch up painting on trim work as-needed. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.3.4		WORK ORDER # B03-22-0014
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / WINDOWS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Wash all exterior windows		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Water Hose, Bucket, Sponge, Soft Cloths & Man Lift.		
MATERIALS REQUIRED	Cleaning solution & soap		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Wash all exterior windows <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean stains, and organic growth from surface, using window cleaning solution or, mild soap & water. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

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BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.4.1		WORK ORDER #	B03-22-0015
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / DOORS & HARDWARE		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Replace exterior doors & hardware (Life cycle replacement)			
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Caulking gun			
MATERIALS REQUIRED	Door, Frame, Door Shims, Galv. Casing Nails, Bullet Head Ceramic Screws, Stain, Caulking, Paint & touch-up paint.			

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

Maintenance - Replace exterior door & hardware.

NOTE: In the event door & frame replacement is required:

- There are several types of door frames that can be used to form part of the building envelope. As such, there are too many variable scopes of work and detailing that can be specified that are dependent on exterior finishes, interior finishes and building type.

If door replacement is required.

- Skilled technical training and a clear understanding of doors/frames, associated hardware functions & Installation requirements is required for any door/hardware replacement.
- It is recommended the band contact a building envelope consultant for guidance regarding targeted BE details and specified door manufacturer selection.
- All work to be conducted by qualified Contractor specializing with Building Envelope remediation works.

Maintenance Personnel Manpower required (2)

- Remove all trim, door & frame. Repair AB tie in at VB. Replace all P&S membrane and sill dam at threshold.
- Install frame, door & hardware. Adjust per Mfr's guidelines. Paint all unpainted surfaces. Re-install trimwork.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.4.2		WORK ORDER # B03-22-0016
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / DOORS & HARDWARE	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Adjust all doors, weatherstripping, and hardware		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, light oil & grease, caulking gun, paint brush		
MATERIALS REQUIRED	Mild soap, Caulking, Paint / touch-up paint.		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Adjust all doors, weatherstripping, and hardware. <u>Maintenance Personnel Manpower required (2)</u> ➤ Adjust door margins, if necessary and hardware accordingly per Mfr's guidelines, for smooth operation and function of doors. ➤ Adjust weatherstripping accordingly and replace when showing signs of wear. ➤ Wash door leafs, frames, and thresholds, and glazing to remove build up of debris. ➤ Touch up painted surfaces as required. Follow the paint manufacturers guidelines. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.5.1		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / MISCELLANEOUS METALS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Secure all loose fasteners and touch up surface corrosion		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Paint Brush.		
MATERIALS REQUIRED	zinc rich paint (Galvacon)		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Fall Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

Maintenance - Secure all loose fasteners and touch up surface corrosion.

Maintenanc Persnnel

Manpower required (1)

- Secure all fasteners at post saddles, framing anchors supporting Main Entry accessible ramp, landing & steps and all guardrail post bolts.
- Secure all fasteners at post saddles, framing anchors supporting Side Entry accessible ramp, landing & steps and all guardrail post bolts.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.5.2		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / MISCELLANEOUS METALS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Paint all handrails & guardrails (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Paint Brush.		
MATERIALS REQUIRED	Zinc rich paint (Galvacon) & exterior enamel to match existing colour		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Fall Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> Maintenance - Paint all handrails & guardrails (Life cycle replacement). ➤ Follow re-painting procedures outlined in the Master Painters Institute (MPI) Repainting Manual. <u>Maintenanc Persnnel</u> <u>Manpower required (1)</u> ➤ Remove all original visible caulking. ➤ Clean all surfaces with mild soap & water. ➤ Sand corroded areas, touch up with galvacon paint and apply finish paint to match existing colour. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.6.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / OTHER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Engage services of a structural and/or building consultant		
EQUIPMENT REQUIRED	STANDARD PPE,		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidelines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc.

WORK DESCRIPTION:

CAPITAL - Engage services of Structural and/or Building consultant.

- Review Building Envelope: Roof, Cladding, Windows, Doors and Misc Penetrations.
- Consultant will provide report to Band.

Maintenance Personnel

Manpower required (1)

- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor / Consultant(s)				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	EXT 3.6.2		WORK ORDER # B03-22-0011
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	EXTERIOR / OTHER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Paint all handrails & guardrails (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Safety Cones, Caulking gun, Man Lift		
MATERIALS REQUIRED	Stain, Caulking, Nails & Screws, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> MAINTENANCE - Paint all handrails & guardrails (Life cycle replacement) ➤ Follow re-painting procedures outlined in the Master Painters Institute (MPI) Repainting Manual. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Clean all surfaces with mild soap & water. ➤ Re-stain both sides. ➤ Use roller pan liners when using paint roller. ➤ Always use tarp to protect grond cover. ➤ Clean all debris at end of each work day. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.1.1		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / FLOORS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all floor finishes (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	Caulking, touch-up paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace all floor finishes (Life cycle replacement) 1. Installation of flooring and rubber base by Flooring Contractor <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all interior doors and store in safe, clean & dry location. ➤ Re-install all interior doors after flooring installation. ➤ Touch up any miscellaneous damage. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.1.2		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / FLOORS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect all floor finishes		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Inspect all floor finishes (Annual Review) <u>Maintenance Personnel</u> <u>Manpower required (1)</u> Inspect: ➤ All flooring for damage, loose/separating seams. ➤ All base board for loose or missing trim. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Contractor				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.1.3		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / FLOORS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair lifting flooring.		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.
7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Repair lifting flooring.

- All Flooring repairs completed by Flooring Contractor for fixed fee.

Maintenance Personnel

Manpower required (2)

- Remove any interior doors that interfere with flooring repairs and store in safe, clean & dry location.
- Re-install all interior doors after flooring installation.
- Touch up any miscellaneous damage.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.2.1		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / WALLS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair walls damaged from chairs/furniture/use		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, Drywall tools		
MATERIALS REQUIRED	Drywall, Patching compound, Primer & Paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Repair walls damaged from chairs/furniture/use.

Maintenance Personnel

Manpower required (2)

- Remove any miscellaneous furniture that interferes with repairs and store in safe, clean & dry location.
- Fill patch & repair damage to walls.
- Prime surface repairs and apply 2-finish coats to match existing finishes.
- Replace any miscellaneous furniture.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.3.1		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / CEILINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged T-Bar Ceiling Tiles		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	T-Bar Ceiling Tiles, T-Bar Cross-T		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace damaged T-Bar Ceiling Tiles. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all damaged tiles & loose Cross T's. ➤ Install new Cross T's & secure with T-Clip. ➤ Install new tiles to suit. ➤ Vacuum clean all surfaces when complete. ➤ Dispose of old tiles in environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.4.1		WORK ORDER #	B03-22-0001
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / DOORS & HARDWARE		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Adjust all door hardware			
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, light oil & grease, caulking gun, paint brush			
MATERIALS REQUIRED	Mild soap, Caulking, Paint / touch-up paint.			

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Adjust all door hardware

Maintenance Personnel

Manpower required (1)

- Adjust door margins if necessary and hardware accordingly per Mfr's guidelines, for smooth operation and function of doors.
- Adjust weatherstripping accordingly and replace when showing signs of wear.
- Wash door leafs, frames, and thresholds, and glazing to remove build up of debris.
- Touch up painted surfaces as required. Follow the paint manufacturers guidelines.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.4.2		WORK ORDER # B03-22-0001
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / DOORS & HARDWARE	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged door hardware		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, light oil & grease, caulking gun, paint brush		
MATERIALS REQUIRED	Caulking, Paint / touch-up paint.		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Adjust all door hardware <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Skilled technical training and a clear understanding of doors/frames, associated hardware functions & Installation requirements is required for any door/hardware replacement. ➤ Follow Manufacturers written instructions. ➤ Remove hardware and replace with new. ➤ Adjust per Mfr's guidlines. ➤ Touch up with pain, damages to door, trim and any other surfaces. ➤ Discard old hardware in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.5.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / PAINTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Re-paint all washroom & kitchen walls & ceilings		
EQUIPMENT REQUIRED	STANDARD PPE, Drop Sheets/Tarp,		
MATERIALS REQUIRED	Garbage bags		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Re-paint all washroom & kitchen walls & ceilings (7 Year Schedule)

- All painting by qualified painting contractor

Maintenance Personnel

Manpower required (2)

- Remove any miscellaneous furniture that interferes with repainting work and store in safe, clean & dry location.
- Clean area daily.
- Replace any miscellaneous furniture.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.5.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / PAINTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Re-paint all Board Room walls & ceilings		
EQUIPMENT REQUIRED	STANDARD PPE, Drop Sheets/Tarp,		
MATERIALS REQUIRED	Garbage bags		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Re-paint all Board Room walls & ceilings (10 Year Schedule)

- All painting by qualified painting contractor

Maintenance Personnel

Manpower required (2)

- Remove any miscellaneous furniture that interferes with repainting work and store in safe, clean & dry location.
- Clean area daily.
- Replace any miscellaneous furniture.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.5.3		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / PAINTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Re-paint all interior walls (remainder of building)		
EQUIPMENT REQUIRED	STANDARD PPE, Drop Sheets/Tarp,		
MATERIALS REQUIRED	Garbage bags		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Re-paint all interior walls (remainder of building) (10 Year Schedule) ➤ All painting by qualified painting contractor <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove any miscellaneous furniture that interferes with repainting work and store in safe, clean & dry location. ➤ Clean area daily. ➤ Replace any miscellaneous furniture. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES
WORK ORDER

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.5.4		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / PAINTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Re-paint damaged wall		
EQUIPMENT REQUIRED	STANDARD PPE, Drop Sheets/Tarp,		
MATERIALS REQUIRED	Garbage bags		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Re-paint damaged wall. ➤ All painting by qualified painting contractor <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove any miscellaneous furniture that interferes with repainting work and store in safe, clean & dry location. ➤ Clean area daily. ➤ Replace any miscellaneous furniture. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.6.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / STAIRS & RAILINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect all stair treads, handrails, and guardrails (secure where needed)		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Annual Review: Inspect all stair treads, handrails, and guardrails (secure where needed). <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Inspect all stairwells for clear/unimpeded egress. ➤ Inspect for damaged/missing stair treads/anti-slip nosing. ➤ Inspect damaged/loose/missing handrails and/or guard rails. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.6.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / STAIRS & RAILINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged stair tread		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS, disposable roller & rags		
MATERIALS REQUIRED	Solvent, Caulking & Flooring Adhesive		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace damaged stair tread. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove damaged stair tread. ➤ Remove all visible set glue and make area smooth for new application of adhesive. ➤ Cut stair tread to suit and install per manufacturer's recommendations. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.6.3		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / STAIRS & RAILINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair damaged handrail		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	Wood Handrail, railing wall brackets, backing material, screws, drywall patching compound & paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repair damaged handrail. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove damaged handrail. ➤ Repair or install solid backing to support railing brackets. ➤ Repair damaged drywall & paint to match existing finishes. ➤ Cut handrail to suit and install with bracket securely fastened into solid backing. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.7.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / MILLWORK	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect all finishes and adjust hardware where needed		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect all finishes and adjust hardware where needed. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> <u>Inspect:</u> ➤ All hinges, handles and countertops. ➤ For damaged/missing hinges and handles and/or missing screws. ➤ For damaged countertops and missing/damaged caulking. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS

(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.7.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / MILLWORK	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair millwork door hardware		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Repair millwork door hardware.

Maintenance Personnel

Manpower required (1)

Inspect:

- Disengage hinge clip retainers and remove door.
- Remove broken hinge.
- Replace door and adjust hinges for smooth close / open operation and even door margins.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.8.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / MILLWORK	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service hand dryer (w/ electrician)		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic / Floor cones.		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Service hand dryer (w/ electrician). ➤ All electrical work to be conducted by qualified electrician. ➤ Hand dryer to be repaired as-needed. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> <u>Inspect:</u> ➤ Close off washroom & post signage to advise public. ➤ Provide physical watch for electrician to keep public away during scope of work. ➤ Remove all constriction debris when complete and dispose in environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.8.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / WASHROOM ACCESSORIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged TP dispenser at toilet stall		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	TP Dispenser, backing material, screws, drywall patching compound & paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Replace damaged TP dispenser at toilet stall.

Maintenance Personnel

Manpower required (1)

- Remove damaged dispenser.
- Repair or install solid backing to support new dispenser.
- Repair damaged drywall & paint to match existing finishes.
- Install new dispenser with brackets securely fastened into solid backing.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.8.3		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / WASHROOM ACCESSORIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect and adjust all toilet partitions		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	TP Dispenser, backing material, screws, drywall patching compound & paint		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Inspect and adjust all toilet partitions.

Maintenance Personnel

Manpower required (1)

- Inspect all Toilet Partition brackets, fasteners, hinges & handles for general condition.
- Inspect for damaged/missing hinges, handles, coat hooks and/or missing screws.
- Repalce any missing screws with matching size / style.
- Adjust doors to auto close to a 10° open position. All adjustments to hinges are to follow mfr's written instructions provided in the Architechural Maintenance Manual.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)
1. Return Tools & Equipment to Storage (Complete Log). 2. Complete Daily Work Record / Time Sheet. 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.9.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / WINDOW COVERINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all window coverings		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	TP Dispenser, backing material, screws, drywall patching compound & paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace all window coverings. ➤ Removal and installation of window covering is by Window Covering Contractor on a fixed fee. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all furniture and office equipment that impedes removal and installation of new window coverings. ➤ Remove from site all original blinds & new window covering packing materials. Dispose in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.9.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / WINDOW COVERINGS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair/replace damaged blind		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CARPENTRY TOOLS		
MATERIALS REQUIRED	TP Dispenser, backing material, screws, drywall patching compound & paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE Repair/replace damaged blind. ➤ Removal, repair and installation of window covering is by Window Covering Contractor on a fixed fee. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove furniture and office equipment that impedes removal and installation of window coverings. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.10.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / APPLIANCES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all residential appliances		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Replace all residential appliances.

- Removal and installation of appliances is by appliance supplier on a fixed fee.

Maintenance Personnel

Manpower required (2)

- Remove furniture and equipment that impedes removal and installation of appliances.
- Remove all construction & packing materials. Dispose in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.10.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / APPLIANCES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all commercial appliances		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Replace all commercial appliances.

- Removal and installation of appliances is by appliance supplier on a fixed fee.

Maintenance Personnel

Manpower required (2)

- Remove furniture and equipment that impedes removal and installation of appliances.
- Remove all construction & packing materials. Dispose in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS

(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.10.3		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / APPLIANCES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service dishwashers in staff areas		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Service dishwashers in staff areas. ➤ Repair of appliances is by appliance repair coontractor on a fixed fee. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove furniture and equipment that impedes removal and installation of appliances. ➤ Remove all construction & packing materials. Dispose in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)
1. Return Tools & Equipment to Storage (Complete Log). 2. Complete Daily Work Record / Time Sheet. 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.10.4		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / APPLIANCES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service dishwasher in commercial kitchen		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Service dishwasher in commercial kitchen.

- Repair of appliances is by appliance repair contractor on a fixed fee.

Maintenance Personnel

Manpower required (1)

- Remove furniture and equipment that impedes removal and installation of appliances.
- Remove all construction & packing materials. Dispose in an environmentally friendly manner.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.10.5		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / APPLIANCES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service gas burning cookers		
EQUIPMENT REQUIRED	STANDARD PPE, Traffic Cones		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Service gas burning cookers. ➤ Repair of appliances is by appliance repair coontractor on a fixed fee. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove furniture and equipment that impedes removal and installation of appliances. ➤ Remove all construction & packing materials. Dispose in an environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)
1. Return Tools & Equipment to Storage (Complete Log). 2. Complete Daily Work Record / Time Sheet. 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / CUSTODIAL	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Daily interior custodial work		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD CUSTODIAL EQUIPMENT/CART		
MATERIALS REQUIRED	Standard cleaning materials		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Daily interior custodial work: <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Wash/vacuum/mop all flooring. ➤ Empty all garbage & recycle bins. ➤ Complete Maintenance Report. ➤ Complete Daily Work Record.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.2		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Hydro		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Hydro ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.4		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Gas		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Gas ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.5		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Phone & Internet		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Phone & Internet. ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)	

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.6		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Water		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Water. ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)	

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.7		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Sewer		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Sewer. ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)	

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.8		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - Municipal MTSA/Fire Protection		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - Municipal MTSA/Fire Protection ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS (OBSERVATIONS / SAFETY CONCERNS / PARTS USED)	

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.9		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - 24 Hr Fire Protection Monitoring		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - 24 Hr Fire Protection Monitoring ➤ Complete Daily Work Record.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	INT 4.11.10		WORK ORDER #	B03-22-0000
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	INTERIOR / UTILITIES		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Utilities: Provide monthly costs - 24 Hr Security System Monitoring			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	NONE			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Provide monthly costs - 24 Hr Security System Monitoring ➤ Complete Daily Work Record.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.1		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace Electric Hot Water Tanks (x2) and accessories		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Electric Hot Water Tanks (x2) and accessories. ACCESSORIES INCLUDE: (1)-circulation pumps, & filter system ➤ All work to be conducted by qualified mechanical contractor for a fixed fee <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.4		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace Gas-Fired Hot Water Tanks (x2) and accessories		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Gas-Fired Hot Water Tanks (x2) and accessories. ACCESSORIES INCLUDE: 60 GAL Storage tank, (1)-circulation pumps, condensate pump & filter system ➤ All work to be conducted by qualified mechanical contractor for a fixed fee <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.5		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace commercial grade Gas-Fired Hot Water Heaters (x2) and accessories		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace Gas-Fired Hot Water Heaters (x2) and accessories. ACCESSORIES INCLUDE: 60 GAL Storage tank, (2)-circulation pumps, condensate pump & filter system ➤ All work to be conducted by qualified mechanical contractor for a fixed fee <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.6		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service Gas-Fired Hot Water Heaters (x2) and accessories		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Service Gas-Fired Hot Water Heaters (x2) and accessories. ➤ All work to be conducted by qualified mechanical contractor for a fixed fee. ➤ Service Burner, Controls, Circ Pump & filter. ➤ Replace High Temp Module. ➤ Reprogram controls. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.7		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clear plugged drain		
EQUIPMENT REQUIRED	STANDARD PPE, STANDARD PLUMBING EQUIPMENT, DRAINAGE SNAKE		
MATERIALS REQUIRED	Mop, bucket, rags,		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clear plugged drain. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis. ➤ Snake plumbing line to clear drain. ➤ Remove all debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.8		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace Toilets (X13)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace 13 Toilets (Entire Facility). <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Purchase Toilets and supplies. ➤ Shut off water to room using isolation valve. (See Mechanical As-Built Drawings and O&M Manual for location) ➤ Remove old toilets, wax seals and individual shut off valves / sully lines. ➤ Install new individual shut off valves, wax seals, supply lines & toilets. ➤ Remove all debris at completion of project work. ➤ Dispose of expired toilets & associated components in environmentally friendly manner. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.1.9		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / PLUMBING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace Electric Hot Water Tank (x1)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace 1 - Electric Hot Water Tank. ➤ All work to be conducted by qualified mechanical contractor for a fixed fee <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.1		WORK ORDER #	B03-22-0000
ASSET	ABC Bldg Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Inspect 3 HRV/ERV/AHU and replace (6) Filters.			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	Equipment Filters			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect 3 HRV/ERV/AHU and replace (6) Filters. The HVAC system components require Inspections / maintenance on a scheduled basis. This can be provided by in-house qualified maintenance personnel or, a certified Mechanical Contractor. 1. Maintain adequate access around ventilation equipment for scheduled inspection and maintenance tasks which should include filter replacement and fan belt adjustment and replacement. 2. Documentation is required for all HVAC maintenance. <u>NOTE</u> FILTER Qty: FILTER SIZE: Prior to beginning any work, Maintenance Personnel shall: 1. Obtain and review As-built mechanical drawings. 2. Obtain and review Mechanical O&M Manuals and associated Mfr's equipment requirements. 3. Information on the latest balancing report should be noted on file. ➤ This report provides vital information on supply and return air volumes to an area. ➤ Air balancing should be evaluated whenever the occupants report significant indoor air quality problems. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

Maintenance Personnel

Manpower required (2)

1. Complete checklist indicating maintenance items and the location that it is to be conducted as outlined in the Project Mechanical O&M Manual.
 - HVAC maintenance procedures and schedules referenced are manufacturers recommendations.
2. HVAC controls are a critical function in order for the system to operate As-designed. Controls communicate with the HVAC system components in order to provide fresh air, exhaust air, as well, heating and cooling.
 - Information for the HVAC controls is provided in the Project Mechanical O&M Manual. The operating manual would include information on maintenance and calibration of the controls.
 - The data is to be available to the Qualified maintenance personnel and Contractors.
3. Adjustable clock settings for controls should be reviewed periodically. Power failures and day light savings time changes are times when settings may need to be adjusted.
 - Return Tools & Equipment to Storage (Complete Log).
 - Complete Daily Work Record & Maintenance / Inspection Report.

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES WORK ORDER

WORK ORDER NAME	MECH 5.2.4		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name		ORDER DATE DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO # N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC		END DATE DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Conduct service of AHU, HRV or, ERV s.		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	Equipment Filters		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.
7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

MAINTENANCE - Conduct service of AHU, HRV or, ERV .

- Service is to be conducted by qualified HVAC Contractor with "A" Ticket Gas Fitter.
- 1. Maintain adequate access around ventilation equipment for scheduled service.
- 2. Service includes filter replacement, fan belt adjustment & replacement and adjust clock settings for controls.
- 3. Review operation of louver actuators, heating/cooling coils & condition / operatin of condensate drains & pans.
- 4. Documentation is required for all HVAC maintenance.

NOTE: FILTER Qty:

FILTER SIZE:

Prior to beginning any work, Maintenance Personnel shall:

1. Obtain and review As-built mechanical drawings, Mechanical O&M Manuals, and associated Mfr's equipment requirements.
2. Information for the HVAC controls is provided in the Project Mechanical O&M Manual. The operating manual includes information on maintenance and calibration of the controls.
3. Information on the latest balancing report should be noted on file.
 - This report provides vital information on supply and return air volumes to an area.
 - Air balancing should be evaluated whenever the occupants report significant indoor air quality problems.
 - Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

Maintenance Personnel

Manpower required (1)

1. Complete checklist of service provided.
 - HVAC maintenance procedures and schedules referenced are manufacturers recommendations.
 - Return Tools & Equipment to Storage (Complete Log).
 - Complete Daily Work Record & Maintenance / Inspection Report.

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.5		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect 2 heat pumps		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect 2 heat pumps. The HP / HVAC system components require inspection / maintenance on a scheduled basis. This can be provided by in-house qualified maintenance personnel or, a certified Mechanical Contractor. 1. Maintain adequate access around ventilation equipment for scheduled service 2. Service includes filter replacement, fan belt adjustment & replacement and adjust clock settings for controls. 3. Review operation of heating/cooling coils & condition / operatin of condensate drains & pans. 4. Observe for changes/alteration in running operation and any unusual noise. 5. Documentation is required for all HVAC maintenance. Prior to beginning any work, Maintenance Personnel shall: 1. Obtain and review As-built mechanical drawings. 2. Obtain and review Mechanical O&M Manuals and associated Mfr's equipment requirements. 3. Information on the latest balancing report should be noted on file. ➤ This report provides vital information on supply and return air volumes to an area. ➤ Air balancing should be evaluated whenever the occupants report significant indoor air quality problems. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

Maintenance Personnel

Manpower required (1)

1. Complete checklist of service provided by Contractor.
 2. Inspect outdoor units for debris build up around units,
 3. Clean HP enclosure area.
 4. Complete checklist indicating inspection / maintenance items and the location that it is to be conducted as outlined in the Project Mechanical O&M Manual.
- Maintenance procedures and schedules referenced are manufacturers recommendations.
2. HVAC controls are a critical function in order for the system to operate As-designed. Controls communicate with the HVAC system components in order to provide fresh air, exhaust air, as well, heating and cooling.
- Information for the HVAC controls is provided in the Project Mechanical O&M Manual. The operating manual would include information on maintenance and calibration of the controls.
- The data is to be available to the Qualified maintenance personnel and Contractors.
3. Adjustable clock settings for controls should be reviewed periodically. Power failures and day light savings time changes are times when settings may need to be adjusted.
- Return Tools & Equipment to Storage (Complete Log).
- Complete Daily Work Record & Maintenance / Inspection Report.

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.6		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect washroom & commercial kitchen exhaust system equipment		
EQUIPMENT REQUIRED	STANDARD PPE, Ladder, Worklight, Cleaning tools & products		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect washroom & commercial kitchen exhaust system equipment. The HP / HVAC system components require inspection / maintenance on a scheduled basis. This can be provided by in-house qualified maintenance personnel or, a certified Mechanical Contractor. Prior to beginning any work, Maintenance Personnel shall: 1. Obtain and review As-built mechanical drawings. 2. Obtain and review Mechanical O&M Manuals and associated Mfr's equipment requirements. 3. Information on the latest balancing report should be noted on file. ➤ This report provides vital information on supply and return air volumes to an area. ➤ Air balancing should be evaluated whenever the occupants report significant indoor air quality problems. <u>Maintenance Personnel Manpower required (1)</u> 1. Close off washrooms and /or kitchen area & post signage to advise public. 2. Verify fan operation and clean all kitchen exhaust hood screen filters. 3. Inspect inside of hood for grease/oil buildup and clean. 4. Inspect all electrical connections. Make secure as-needed. 5. Observe for changes/alteration in running operation and any unusual noise. 6. Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.7		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean commercial kitchen exhaust hood		
EQUIPMENT REQUIRED	STANDARD PPE, Safety cones		
MATERIALS REQUIRED	HVAC Filters		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean commercial kitchen exhaust hood. ➤ Annual service provided by professional commercial kitchen equipment cleaning contractor ➤ Clean all mechanical HVAC & exhaust equipment/ductwork/diffusers and return grilles. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Close off kitchen area & post signage to advise public. ➤ Maintenance Foreman will replace all filters per work order 5.2.1. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.8		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / HVAC	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Clean ductwork for HVAC & Exhaust Equipment		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	HVAC Filters		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Clean ductwork for HVAC & Exhaust Equipment. ➤ Annual service provided by professional power vacuum contractor ➤ Clean all mechanical HVAC & exhaust equipment/ductwork/diffusers and return grilles. <u>Maintenance Personnel</u> <u>Manpower required (2)</u> ➤ Close off work areas & post signage to advise public. ➤ Maintenance Foreman will replace all filters per work order 5.2.1. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.9		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / CONTROLS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Verify operation of all heat/cool/exhaust controls		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Verify operation of all heat/cool/exhaust controls. ➤ Service is to be conducted by qualified Controls or, HVAC Contractor with "A" Ticket Gas Fitter. 1. Maintain adequate access around ventilation equipment for scheduled service 2. Service includes verification of room temperatures, air flows and adjustment of clock settings for controls. 3. Documentation is required for all HVAC maintenance. Prior to beginning any work, Maintenance Personnel shall: 1. Obtain and review As-built mechanical drawings. 2. Obtain and review Mechanical O&M Manuals and associated Mfr's equipment requirements. 3. Information for the HVAC controls is provided in the Project Mechanical O&M Manual. The operating manual includes information on maintenance and calibration of the controls. 4. Information on the latest balancing report should be noted on file. ➤ This report provides vital information on supply and return air volumes to an area. ➤ Air balancing should be evaluated whenever the occupants report significant indoor air quality problems. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

Maintenance Personnel

Manpower required (1)

1. Complete checklist of service provided by Contractor.
- Return Tools & Equipment to Storage (Complete Log).
- Complete Daily Work Record & Maintenance / Inspection Report.

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.2.10		WORK ORDER # B03-22-0000
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECHANICAL / CONTROLS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace (4) ceiling propeller circulation fans		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards. 7. Where applicable, secure work area from public hazards with caution tape, traffic cones, and/or barriers

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Protection Guidelines must be followed for all work above 10 feet. Guidlines include but are not limited to safety spotter, fall protection harnesses and lanyards, etc. <u>WORK DESCRIPTION:</u> CAPITAL - Replace 1 - Electric Hot Water Tank. ➤ All work to be conducted by qualified Electrical Contractor for a fixed fee. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	MECH 5.3.1		WORK ORDER #	B03-22-0000
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	MECH / CONSULTANT		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Engage services of a mechanical and/or building consultant			
EQUIPMENT REQUIRED	STANDARD PPE, Standard Carpentry Tools, electric hammer			
MATERIALS REQUIRED	Rebar / Steel stakes			

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

CAPITAL - Engage services of a mechanical and/or building consultant.

Maintenance Personnel

Manpower required (1)

- Review feasibility to add solar array to facility.
- Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor / Consultant(s)				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.1.		WORK ORDER # B03-22-0022
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect service poles, support wires, main feeds, and building connections.		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Inspect service poles, support wires, main feeds, and building connections. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.1.3		WORK ORDER # B03-22-0022
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service main & distribution panel circuit breakers and connections		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Annual Inspect and Exercise all main distribution panel breakers and distribution panel circuit breakers by electrical contractor. ➤ Work to be completed by Qualified Electrician <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.1.4		WORK ORDER # B03-22-0023
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace 6 broken outlets		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace 6 broken outlets (Electrical Contractor). ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.		WORK ORDER # B03-22-0024
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all light bulbs (in Offices)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace all light bulbs (in Offices). <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.6		WORK ORDER # B03-22-0024
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all exterior LED Fixtures (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace all (1) exterior LED Fixtures (Life cycle replacement) by Electrical Contractor. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.7		WORK ORDER # B03-22-0025
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace all interior LED Fixtures (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace all (6) exterior LED Fixtures (Life cycle replacement) by Electrical Contractor. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.8		WORK ORDER # B03-22-0026
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace damaged light fixture		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Replace Replace damaged light fixture by Electrical Contractor. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.9		WORK ORDER # B03-22-0026
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect and adjust lighting controls system		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Inspect and adjust lighting controls system. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.2.10		WORK ORDER # B03-22-0026
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / LIGHTING / EMERGENCY & EXIT	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service all emergency alarm & power devices		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - ANNUAL Inspection & service all emergency alarm & power devices by Electrical Contractoror, Fire Safety Contractor. ➤ Work to be completed by Qualified Electrician. ➤ Contractor's Service Report to be submitted to Band administration office <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.3.2		WORK ORDER # B03-22-0026
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / PHONE & DATA	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Repair damaged data wiring		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Repair damaged data wiring. ➤ Work to be completed by Qualified Electrician or, Data Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.4.1		WORK ORDER # B03-22-0027
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / ALARMS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service Fire Alarm System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Inspect & service Fire Alarm System by Electrical Contractor or, Fire Safety Contractor. ➤ Work to be completed by Qualified Electrician. ➤ Contractor's Service Report to be submitted to Band administration office. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.4.2		WORK ORDER # B03-22-0028
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / ALARMS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service Security Alarm System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Inspect & service Security Alarm System by Electrical Contractor ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.5.1		WORK ORDER # B03-22-0028
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / BACK-UP POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Maintenance Agreement - Inspect & service Generator System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance Agreement - Inspect & service Generator System. ➤ Work to be completed by Qualified BLUE STAR Generator Technician. ➤ All Service work is per Maintenance Agreement by Blue Star Generator Supplier. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.5.2		WORK ORDER # B03-22-0028
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / BACK-UP POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Operate, inspect, and service Generator System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance - Operate, inspect, and service Generator System. ➤ Verify if generator system is on monitoring contract by supplier. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Fuel system is propane gas. No smoking or open flame allowed near generator and fuel system. ➤ Complete checklist for the operation and service requirements provided by supplier of generator and/or, Blue Star Power Systems. ➤ Minor service includes inspection of equipment housing, exhaust system, charging system, battery condition and connections, oil level and possible leaks, fuel supply and connections. ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.5.3		WORK ORDER # B03-22-0028
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / BACK-UP POWER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Fuel purchase for the operation of the Generator System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Fuel purchase for the operation of the Generator System. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELECT 6.6.1		WORK ORDER # B03-22-0029
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELECTRICAL / OTHER	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Engage services of Electrical and/or Building consultant		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Engage services of Electrical and/or Building consultant. ➤ Review Service connections and hum in electrical distribution cabinet ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.1		WORK ORDER # B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service Fire Protection Sprinkler System		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect & service Fire Protection Sprinkler System. ➤ ANNUAL FIRE PROTECTION CONTRACT - Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.2		WORK ORDER # B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace discharged fire extinguisher		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace discharged fire extinguisher. ➤ All work completed by Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.6		WORK ORDER #	B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Repaint all exterior sprinkler piping and inspect supports at overhangs and soffit areas (Life cycle replacement)			
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners			
MATERIALS REQUIRED	Sand paper, steel wool & paint			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Repaint all exterior sprinkler piping and inspect supports at overhangs and soffit areas (Life cycle replacement). ➤ All work completed by qualified painting contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Verify no paint covers glass globe on sprinkler heads. (Replacement required if painted) ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.7		WORK ORDER # B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace exposed exterior fire sprinkler dry heads at overhangs and soffit areas. (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace exposed exterior fire sprinkler dry heads at overhangs and soffit areas. (Life cycle replacement). ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.8		WORK ORDER # B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Replace fire sprinkler dry system air compressor. (Life cycle replacement)		
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners		
MATERIALS REQUIRED	Sand paper, steel wool & paint		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace fire sprinkler dry system air compressor. (Life cycle replacement). ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.9		WORK ORDER #	B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Replace fire sprinkler wet system flap valve. (Life cycle replacement)			
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners			
MATERIALS REQUIRED	Sand paper, steel wool & paint			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Replace fire sprinkler wet system flap valve. (Life cycle replacement). ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.10		WORK ORDER #	B03-22-0030
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Service and certify operation of backflow prevention assembly			
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners			
MATERIALS REQUIRED	Sand paper, steel wool & paint			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Service and certify operation of backflow prevention assembly. ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.11		WORK ORDER #	B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Replace backflow prevention assembly (Life cycle replacement)			
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners			
MATERIALS REQUIRED	Sand paper, steel wool & paint			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Replace backflow prevention assembly (Life cycle replacement). ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.12		WORK ORDER #	B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Inspect & service Commercial Kitchen Fire Suppression System			
EQUIPMENT REQUIRED	STANDARD PPE, Safety Cones, Ladder, paint rollers, brushes, roller pans & liners			
MATERIALS REQUIRED	Sand paper, steel wool & paint			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect & service Commercial Kitchen Fire Suppression System. ➤ Work is requirement of the NFPA. ➤ All work completed by qualified Mechanical or, Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Close off work areas & post signage to advise public. ➤ Remove all stored material that may impede project work. ➤ Keep area clean on a daily basis ➤ Remove all construction debris at completion of project work. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)	HOURS / QTY (ACTUAL)	RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.1.13		WORK ORDER # B03-22-0030
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / FIRE SUPPRESSION	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Inspect & service Fire Extinguishers (4) ABC & Class K Wet (x1)		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> MAINTENANCE - Inspect & service Fire Extinguishers (4) ABC & 1 class K Wet. ➤ ANNUAL FIRE PROTECTION CONTRACT - Work is requirement of the NFPA ➤ All work completed by Fire Safety Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	FIRE 7.2.1		WORK ORDER #	B03-22-0029
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY	
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###	
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY	
CATEGORY / SUB-CATEGORY	FIRE PROTECTION / OTHER	END DATE	DD/MM/YYYY	
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Engage services of a Mechanical, Electrical, and/or Building consultant			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	NONE			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Engage services of a Mechanical, Electrical, and/or Building consultant. ➤ Review Service fire protection system for code conformance. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELEVATOR 8.1.1		WORK ORDER #	B03-22-0029
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELEVATING DEVICES / ELEVATORS & LIFTS		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Service and maintenance of elevator to conform with the elevated safety device authority			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	NONE			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance Agreement - Service and maintenance of elevator. ➤ Service work is a requirement to conform with the elevated safety device authority. ➤ Work to be completed by Qualified Elevator Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELEVATOR 8.1.2		WORK ORDER # B03-22-0029
ASSET	ABC Bulding Name	ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD	PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI	START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELEVATING DEVICES / ELEVATORS & LIFTS	END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX		
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX		
KEY CONTACTS	ABC Contact: 250-123-4567		
WORK DESCRIPTION (GENERAL)	Service and maintenance of H/C Lift to conform with the elevated safety device authority		
EQUIPMENT REQUIRED	STANDARD PPE		
MATERIALS REQUIRED	NONE		

WORK DESCRIPTION (BEFORE START OF WORK)

1. Review all available drawings and O&M Manuals associated with scope of work.
2. Verify if any existing warranties are to be affected by scope of work.
3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work.
4. Sign out all tools & log materials/supplies taken from maintenance shop/yard.
5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs.
6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)

SAFETY REQUIREMENTS:

1. WorkSafe Guidelines and standard PPE.

WORK DESCRIPTION:

Maintenance Agreement - Service and maintenance of H/C Lift.

- **Service work is a requirement to conform with the elevated safety device authority.**
- Work to be completed by Qualified Elevator Contractor.

Maintenance Personnel

Manpower required (1)

- Complete checklist of service provided by Contractor.
- Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES

WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

1. Return Tools & Equipment to Storage (Complete Log).
2. Complete Daily Work Record / Time Sheet.
3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELEVATOR 8.1.3		WORK ORDER #	B03-22-0029
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELEVATING DEVICES / ELEVATORS & LIFTS		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Service and maintenance of chair lift to conform with the elevated safety device authority			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	NONE			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> Maintenance Agreement - Service and maintenance of chair lift. ➤ Service work is a requirement to conform with the elevated safety device authority. ➤ Work to be completed by Qualified Elevator Contractor. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete checklist of service provided by Contractor. ➤ Complete Daily Work Record & Maintenance Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

BUILDINGS AND SITES

WORK ORDER

WORK ORDER NAME	ELEVATOR 8.2.1		WORK ORDER #	B03-22-0029
ASSET	ABC Bulding Name		ORDER DATE	DD/MM/YYYY
LOCATION / ADDRESS	ABC ROAD		PO #	N/A or ###
HOURS OF OPERATION	OPEN - 9:00 AM - 5:00 PM MON-FRI		START DATE	DD/MM/YYYY
CATEGORY / SUB-CATEGORY	ELEVATING DEVICES / OTHER		END DATE	DD/MM/YYYY
REQUESTED BY / CONTACT	Office Manager (XXX) XXX-XXXX			
ISSUED TO	Maintenance personnel (XXX) XXX-XXXX			
KEY CONTACTS	ABC Contact: 250-123-4567			
WORK DESCRIPTION (GENERAL)	Engage services of a Mechanical, Electrical, Elevator and/or Building consultant			
EQUIPMENT REQUIRED	STANDARD PPE			
MATERIALS REQUIRED	NONE			

WORK DESCRIPTION (BEFORE START OF WORK)
1. Review all available drawings and O&M Manuals associated with scope of work. 2. Verify if any existing warranties are to be affected by scope of work. 3. Review WorkSafe BC and WHMIS Health & Safety Regulations affected by scope of work. 4. Sign out all tools & log materials/supplies taken from maintenance shop/yard. 5. Review condition of tools. Advise Maintenance Manager / Foreman if any tools require repairs. 6. Upon arrival, advise building occupants of work and possible hazards.

WORK DESCRIPTION (DETAILED)
<u>SAFETY REQUIREMENTS:</u> 1. WorkSafe Guidelines and standard PPE. <u>WORK DESCRIPTION:</u> CAPITAL - Engage services of a Mechanical, Electrical, and/or Building consultant. ➤ Conduct 5 Year Maintenance Inspection for code conformance. ➤ Work to be completed by Qualified Electrician. <u>Maintenance Personnel</u> <u>Manpower required (1)</u> ➤ Complete Daily Work Record & Maintenance / Inspection Report.

BUILDINGS AND SITES
WORK ORDER

COMPLETION NOTES / COMMENTS
(OBSERVATIONS / SAFETY CONCERNS / PARTS USED)

- 1. Return Tools & Equipment to Storage (Complete Log).
- 2. Complete Daily Work Record / Time Sheet.
- 3. Complete Inspection / Maintenance Report (If Applicable).

LABOR / COST DESCRIPTION	HOURS / QTY (ESTIMATED)		RATE / COST	TOTAL COST
Maintenance Supervisor				
Maintenance Assistant				
Tools & Equipment - Rentals				
Parts + Materials - Purchased				
Contractor & Consultant				
TOTAL LABOR & MATERIALS				\$ -

APPENDIX C

Glossary

Term	Definition
Action	An individual project or program, which implements a strategy to realize a specific result.
Asset	A combination of components that have value and enable services to be provided. ▪ <i>Dynamic assets</i> have moving parts (e.g. pumps, generators). ▪ <i>Passive assets</i> have no moving parts (sewers, water mains).
Asset management	Activities (e.g. technical, financial, policy, regulatory etc.) that use resources to develop, operate and maintain infrastructure to achieve the highest possible life cycle returns (economic, environmental, and social).
Asset management plan	A plan for managing one or more assets over their life cycle.
As-Built plan	Also referred to as “As-Constructed” drawings, “Record Drawings” or “Red Line” drawings, this refers to post-construction plans depicting location, size, and configuration of actual works installed. Generally As-Built plans are developed with the assistance of post-construction survey pickup of key components.
Backlog	The cumulative value of work, at a point in time, which is required to restore all assets in the inventory to their required level of service.
Condition monitoring	Periodic measurement and recording of asset condition.
Condition assessment	Periodic interpretation and evaluation of condition monitoring information to determine the need for preventative or remedial action, and to determine the asset's remaining service life at its intended level of service.
Critical assets	Assets for which the financial, business or service level consequences of failure are severe. Critical assets have a higher priority for action than non-critical assets.
Deferred maintenance	Maintenance that is conducted after the planned, optimal schedule. Maintenance conducted beyond the optimal schedule will generally cost more and will generally cause reductions in service quality.
Economic service life	The length of time during which an asset performs efficiently at its planned level (quality) of service. For example, the time period until the cost for maintenance and repairs exceeds the cost of replacement.
Life cycle cost	The cumulative cost of an asset (capital and O&M) over its service life.
Maintenance	All actions necessary to keep an asset performing at its required level of service, but excluding repairs, rehabilitation or renewal. Sample types of maintenance are:

	<i>Planned maintenance:</i> Falls into three categories: ▪ <i>Periodic</i> – necessary to ensure reliability or sustain the design life of an asset ▪ <i>Predictive</i> – condition monitoring activities used to predict failure ▪ <i>Preventative</i> – maintenance that can be initiated without routine or continuous checking and is not condition-based (e.g. using information from maintenance manuals, etc.). <i>Unplanned maintenance:</i> generally involves repairs under unplanned or emergency conditions
Maintenance plan	A plan that sets out the optimum policies, practices and schedules for asset maintenance.
Objective	The intended outcome/result of specific strategies and actions
Operation	The active process of using assets to deliver a service.
Performance measurement	Quantitative and/or qualitative assessment of actual performance in terms of specific objectives, targets, or standards.
Rehabilitation	Actions that restore the condition of an asset and extend its service life. Rehabilitation is generally an option to asset replacement. Examples include: machining of rotating surfaces, comprehensive replacement of parts, resurfacing roads, slip-lining sewers).
Repair	Actions that restore the operability of an asset after failure. Repairs may include replacement of selected parts but generally do not significantly extend the asset's service life.
Replacement	Renewal of an asset that has reached the end of its economic service life; renewal provides the same type and quality of service but can incorporate alternative, more efficient or effective technologies and approaches.
Replacement cost	The total cost (direct and indirect) for asset replacement.
Service Life	The length of time during which an asset performs at its planned level (quality) of service. This includes: planning, designing, commissioning, operating and maintaining, repairing, decommissioning or disposal. Service life can be measured as time, number of cycles, distance intervals, etc.
Strategy	An overall approach involving multiple actions to achieve a specific objective.