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Equipment Maintenance

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Prepared By: Operations

Effective Date: June 10, 2019

Council Resolution No.: 19-189

References: Manufacturers Equipment Specifications

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**POLICY STATEMENT**

Council will provide for the maintenance of Equipment at levels that maintain normal safety requirements and protect the Town of Olds investment in Equipment.

**PURPOSE**

To establish guidelines for a Preventative Maintenance program of inspection, repair and scheduled maintenance of Equipment in order to:

- maximize Equipment life and efficiency.
- minimize Equipment downtime and cost of repairs.
- provide well-maintained and safe Equipment for the comfort and safety of operators.

**SCOPE AND GUIDELINES**

This policy applies to all town Staff that are trained to operate town owned or leased Equipment.

**DEFINITIONS**

“Equipment” shall mean heavy and light duty machinery and vehicles.

“Preventative Maintenance” means using the manufacturers’ Equipment specifications for the servicing of each piece of Equipment.

“Staff” shall mean Town of Olds employee.

**RESPONSIBILITIES**

Director of Operations and/or designate, shall be responsible for the implementation of this policy.

**STANDARDS**

All Town of Olds equipment will be maintained and serviced according to the Equipment manufacturer’s recommended specification and intervals. Daily visual inspections will be performed on major components along with routine Preventative Maintenance when the equipment is in use.