

1 SCOPE

1(1) Authority

- (a) This policy is issued under the authority of section 41(2) of the *Financial Administration Act* and was originally approved at Cabinet meeting #94-32 dated August 1, 1994. Revisions were approved by Management Board (MBM# 18-04-07).

1(2) Application

- (a) This policy applies, in general, to all government departments as listed in General Administration Manual 2.1 and covers building maintenance of all Government of Yukon-owned buildings, including Yukon College, but does not include residential buildings owned and maintained by Yukon Housing Corporation, historic sites maintained by the Department of Tourism and Culture, and maintenance and major repairs of leased spaces where Government of Yukon is the lessee.
- (b) Standard levels of service by building will be established by Highways and Public Works' Property Management Division with input from departments. These standards will detail the maintenance and operations responsibilities of Property Management Division, and may account for special circumstances or agreements.

1(3) Purpose

- (a) The purpose of this policy is to define roles and responsibilities for Government of Yukon departments and Highways and Public Works related to building and equipment maintenance.

1(4) Definition

- (a) "Authorities having jurisdiction" refers to federal, territorial, or municipal government departments or positions with statutory authority to administer and enforce public health, safety and environmental codes.
- (b) "Building" means a permanent roofed and walled structure.

- (c) “Building Maintenance” refers to the replacement or repair of buildings and building components including, but not limited to, projects that are minor repairs requiring no design, building repairs requiring design and replacement of components to restore facilities to normal operating condition, and changes to interior arrangements or other physical characteristics of a building to increase effectiveness or adapt to a new purpose, including aesthetic improvements.
- (d) “Custody” refers to rights of access, generally including possession and/or occupancy, and day to day administration.
- (e) “Operations” refers to janitorial, snow removal, grounds keeping, and security services.
- (f) “Program-specific equipment” means specialty equipment required by or directly related to a program area’s specific mandate, such as security cameras, pool systems, oil water separators, medical equipment, information technology equipment, playgrounds etc.
- (g) “Systems approach” means assessing a building or a portfolio as a system rather than looking at and addressing only individual components.

2 BUILDING MAINTENANCE

2(1) Building maintenance authority and leadership

- (a) In accordance with roles and responsibilities, the Minister of Highways and Public Works or their delegate provides leadership, and issues standards and supporting policies to deliver on building maintenance priorities.
- (b) Property Management Division carries out Highways and Public Works’ central agency role, and ensures there is corporate overview of building maintenance priorities.
- (c) Funding for building maintenance rests within Highways and Public Works.
- (d) Departments have custody of building spaces used for program-specific purposes.

2(2) Building Maintenance Program Elements

- (a) Planning building maintenance projects includes:
 - (i) Assessing building condition.
 - (ii) Identifying building maintenance projects based on a systems approach.
 - (iii) Prioritizing building maintenance projects using a transparent process and input from the departments.
 - (iv) Reviewing new space requirements.

- (b) Managing funds for building maintenance projects requires funding to be assigned to projects prioritized according to greatest need.
- (c) Implementing projects includes:
 - (i) Delivering building maintenance activities.
 - (ii) Project management.
 - (iii) Issuing standards for contracted work.
 - (iv) Contractor management.
 - (v) Communicating with departments.
- (d) Evaluating and reporting includes:
 - (i) Evaluating and reporting on individual projects.
 - (ii) Evaluating and reporting on the overall building maintenance program and its effect on the condition of the building portfolio.

3 ROLES AND RESPONSIBILITIES

3(1) Deputy Ministers' Space Committee is responsible for:

- (a) Reviewing the annual report and budget for building maintenance prior to review by Management Board.

3(2) Interdepartmental Working Group on Capital and Space Planning is responsible for:

- (a) Providing advice on issues related to the building maintenance program, such as budgeting, project priorities, administration, reports and evaluations.

3(3) Highways and Public Works is responsible for maintaining buildings throughout their lifecycle to meet departments' need for functional spaces that enable program delivery by:

- (a) Completing building condition assessments based on a systems approach, and using these assessments to assist with identifying future building maintenance projects.
- (b) Working with departments to prioritize building maintenance projects according to areas of greatest need, as identified through building condition assessments, preventative maintenance considerations, and/or by departments or authorities having jurisdiction.
- (c) Managing funds to meet building maintenance needs.
- (d) Informing departments of building maintenance activities and project status.
- (e) Evaluating the building maintenance program and reporting regularly.

- (f) Actively engaging departments so that accommodations support the ongoing delivery of programs and services.
- (g) Working with departments to ensure that plans for program-driven enhancements that may affect building systems are compatible with existing systems.
- (h) Chairing the Interdepartmental Working Group on Capital and Space Planning.

3(4) Departments are responsible for:

- (a) Engaging with Highways and Public Works to ensure requests for new spaces are reviewed.
- (b) Identifying building maintenance projects.
- (c) Reviewing Highways and Public Works' building maintenance project prioritization list.
- (d) If contracting out program-driven enhancements, such as specialized equipment that connects to building systems (e.g. art installations requiring lighting), the project must meet standards set by Highways and Public Works and any plans that may affect building systems must be submitted to Highways and Public Works for review.
- (e) Appointing a representative to the Interdepartmental Working Group on Capital and Space Planning.
- (f) Maintaining program-specific equipment, even where its construction or installation may be managed through Highways and Public Works.
- (g) Fulfilling program-related service requirements that fall outside the operations service standards provided by Highways and Public Works, such as specialized cleaning services.
- (h) Departments may, by mutual agreement and with provision of funding, assign some or all of the responsibilities under (f) and (g) to Highways and Public Works.