

## **PROPERTY MAINTENANCE POLICY:**

### **SECTION I : PURPOSE:**

The purpose of this policy is to ensure a safe, efficient and sanitary work environment for the town's employees, as well as to maintain the safety and aesthetic quality of Town property as a whole.

The provisions contained herein shall be applicable to all Town-owned facilities, including but not limited to buildings, sports fields, and public grounds.

### **SECTION II : RESPONSIBILITIES:**

- A) It shall be the responsibility of the Building Maintenance Supervisor to develop a maintenance plan that will encompass all daily maintenance activities. Moreover, to ensure that each building, sports field, or public ground is maintained in a manner consistent with this plan.
- B) It shall be the responsibility of each Department Head or committee Chairperson, or their designee, to actively adhere to the provisions of this policy, ensuring that their building, sports field, or public ground is maintained in a manner consistent with this plan.
- C) The Historic District Commission shall be responsible for reviewing and approving any construction, maintenance or repairs on any town facilities or grounds within the historic district in accordance with the rules established by the Historic District Ordinance.

### **SECTION III : FACILITY REVIEWS:**

- A) The Building Maintenance Supervisor, in conjunction with each Department Head or committee Chairperson or their designee, shall conduct a minimum of one review of each facility in any given year. The annual review shall be done each June in order for any areas needing to be addressed to be scheduled as part of the next annual budget.
- B) A Property Maintenance Report shall be completed by the Building Maintenance Supervisor and submitted to the Town Administrator, specifically detailing the following:
  - 1. The overall condition of each facility.
  - 2. All areas which require maintenance or repair.
  - 3. Estimated cost for repair of each deficiency specified.
  - 4. Recommended disposition of repairs (maintenance staff, contractor, etc.)
  - 5. Any additional information that the Building Maintenance Supervisor feels is necessary to provide a complete picture of the facility's condition.

**SECTION IV : FUNDING:**

Required maintenance performed upon Town-owned facilities will be funded in one of two ways, to be determined by the Board of Selectmen or their designee:

- A) Each departmental operating budget shall provide a line-item geared toward providing on-going funding for regular, minor maintenance of their department or facility. Said funds shall be expended for general repairs, including but not limited to lighting replacement, interior touch-up paint, carpeting cleaning, cleaning supplies etc.
- B) A Property Maintenance Trust has been established by the Town of Windham, to fund major maintenance and/or repair of Town buildings, sports fields, and public grounds. Examples of maintenance projects funded by the trust include the repainting of building exteriors, roof replacements, complete carpet replacements and large scale paving projects. A suggested implementation schedule is shown in Appendix A.

**SECTION V : CONTRACTED MAINTENANCE:**

As is deemed necessary by the Board of Selectmen or their designee, the Town of Windham may contract certain maintenance activities to outside vendors. These activities may include, but are not limited to: lawn care, pest control, and fertilizing.

The maintenance responsibilities and services of any contracted parties shall be overseen by the Building Maintenance Supervisor.

**SECTION VI : AMENDMENTS:**

This policy may, from time to time, be amended by a majority vote of the Board of Selectmen, at a regularly scheduled Selectmen's meeting.

**SECTION VII : ENACTMENT AND EFFECTIVE DATE:**

This policy shall be effective upon adoption by the Board of Selectmen at a regularly scheduled meeting.

**Adopted by the Board of Selectmen this 12<sup>th</sup> day of July, 1999.**

**Douglass Barker  
Margaret Crisler  
Carolyn Webber  
Galen Stearns  
Christopher Doyle**  
Board of Selectmen

**APPENDIX A**

The following schedule of less frequent maintenance needs is intended to serve as a minimal guide.

- Painting (interior walls/doors, ceilings): Determined in annual review
- Painting (exterior body and trim): Every five (5) years
- Power washing exterior walls  
(Same year as painting of ext. walls): Every five (5) years
- Replacement of carpets: \* Every ten (10) years
- Replacement of carpets: \*\* Every four (4) years
- Septic system pumped: Every two (2) years
- Striping of parking lots: Every two (2) years
- Power washing vinyl siding Every five (5) years

Note:

\* Assumes hallways and foyers are tiled. The carpets to be replaced are in offices.

\*\* Assumes hallways and foyers are carpeted. These are the carpets to be replaced.