

### Sample Inspection and Maintenance Policy

Inception Date: \_\_\_\_\_  
Revision Dates: \_\_\_\_\_  
Approved By: \_\_\_\_\_

#### **Purpose**

To ensure a safe, clean and hazard-free environment for customers and employees through a process of regular inspection and maintenance of all buildings and premises.

#### **Policy Details**

- Inspections shall be carried out once every hour during hours of operation, of all buildings and premises in the specific locations as set out on the attached Inspection Form.
- Inspections shall be carried out by the maintenance person on duty.
- Inspection forms shall be completed in full for EVERY inspection.
- Completed inspection forms are to be filed with the manager of buildings and property with a copy to be filed with the manager of administration. (Retention period should be determined with the advice of legal counsel.)
- Any deficiencies or hazards must be noted.
- Any deficiencies or hazards must be acted upon immediately to remove the hazard, warn of it, or close off the area in question.
- Any action taken to correct or protect against deficiencies or hazards must be noted.

#### **Responsibilities**

The manager of buildings and property shall be responsible for the implementation of this policy.