

Day-to-Day Operation, Maintenance, and Lifecycle Replacement Responsibilities

The responsibilities of each Board and the City are shown in details in the following matrix:

Box Grove/Cedar Grove/German Mills/Victoria Square

Section	Item	Responsibility	
		City (SAM)	Board
1 Architectural	<u>Day to day Operation, Maintenance and Capital Replacement of all interior non-structural items</u> Examples: <ul style="list-style-type: none"> • Interior paint • Interior windows • Interior doors • Interior drywall, ceiling tiles • Interior signage • Janitorial and cleaning services • Floor finishes (Laminate, wood, carpet, concrete sealing, etc.) 		√
2 Audio Visual	<u>Day to day Operation, Maintenance and Capital Replacement of all Audio Visual items</u> Examples: <ul style="list-style-type: none"> • TV • Sound systems, • stage equipments etc. 		√
3 Building Envelope	<u>Maintenance and Replacement of Building Envelope and Related items</u> Examples: <ul style="list-style-type: none"> • Roof, Chimney • Exterior Doors and Windows • Exterior Walls, Sealants and Painting 	√	
4 Electrical	<u>Day to day Operation of all electrical items, and Maintenance and Capital Replacement of Minor Electrical Items</u> Examples: <ul style="list-style-type: none"> • Turning breaker on/off, • Light bulb/ballast replacement • Circuit breakers, outlets repair and replacement 		√
	<u>Capital Replacement of Major Electrical Items</u> Examples: <ul style="list-style-type: none"> • Replacement of electrical panel, main feed and disconnect • Exterior light poles and fixtures (Parking Lot lights) 	√	
5 Furniture	<u>Day to day Operation, Maintenance and Capital Replacement</u> Examples: <ul style="list-style-type: none"> • Desks, chairs, benches, table, couches, etc. 		√
6 Kitchen Equipment	<u>Day to day Operation, Maintenance and Capital Replacement</u> Examples: stove, range , refrigerator, ice maker, coffee maker, etc.		√

7 (a) Life Safety – Fire Systems	<u>Day to day Operation:</u> Example: <ul style="list-style-type: none"> Monitoring of fire systems 		√
	<u>Maintenance and Capital Replacement</u> Examples: <ul style="list-style-type: none"> Fire and sprinkler system replacement, sensor replacements, power backups, fire extinguisher inspection & replacement, etc. 	√	
7 (b) Life Safety – Security Systems	<u>Day to day Operation, Maintenance and Capital Replacement</u> Examples: <ul style="list-style-type: none"> Card reader, key (Access Control System) Video monitor, recorder, camera (CCTV System) 		√
	<u>Existing CCTV system</u>	√	
8 Mechanical, HVAC, Plumbing	<u>Day to day Operation:</u> Examples: <ul style="list-style-type: none"> Operation and monitoring of air conditioners, heaters, Turning water on/off, cleaning plugged toilet, blocked drain, tap repair/replacement etc. 		√
	<u>Maintenance and Capital Items:</u> Examples: <ul style="list-style-type: none"> Replacement of air conditioner, baseboard heater, hot water tank Filter, belt changes Duct cleaning 	√	
9 Structural	<u>Maintenance and Capital Items</u> Examples: <ul style="list-style-type: none"> Foundation, framing, roof structure, sub floor 	√	
10 Site Features	<u>Day to day Operation and Maintenance:</u> Examples: <ul style="list-style-type: none"> Snow removal at all entrances and fire exits, prevention of icing at entrances and walkways during winter months, notification (providing signs) and prevention of trip hazards. Snow Plowing 	√	√
	<u>Capital Items:</u> Examples: <ul style="list-style-type: none"> Water well & septic tank system (where applicable), Parking lot, driveway, interlocking area, landscaping, deck, fence, grading etc. 	√ Operations	
	<u>Ground Maintenance Responsibilities:</u> <u>Examples:</u> <ul style="list-style-type: none"> Grass cutting, flower bed maintenance, tree pruning, snow plowing, fence & grade maintenance, etc. 	√ Operations	
11 Utilities	All energy and water costs		√