

CHAPTER ELEVEN – Section 11.02

MAINTENANCE

Adopted: January 24, 2002
Amended: December 13, 2007

I. PURPOSE

The purpose of this policy is to ensure a maintenance program for maintaining LMOA assets through the development of maintenance procedures, schedules, work orders and reporting systems.

II. RESPONSIBILITY

The LMOA General Manager, with advice and assistance from the Buildings, Roads & Grounds Committee, shall develop and approve all procedures, forms and documents related to the Maintenance Policy. The General Manager or his/her designee shall implement this policy.

III. SCOPE

The following maintenance types shall be addressed:

Preventive Maintenance: Work that will increase the life and maintain the appearance of LMOA buildings, roads, grounds, road water drainage and vehicles. Examples: replacing air filters, checking for water leaks, etc.

Corrective Maintenance: Work done to correct a major defect, such as a road structural failure.

General Maintenance: Work done on a recurring, ongoing basis, either seasonal or year-round. Examples: cutting grass, cleaning floors, etc.

Major Maintenance: Work done to replace major equipment, such as a heat pump, roof, etc.

IV. REQUIREMENTS

Prepare preventive, general and major maintenance procedures and schedules for LMOA buildings, including, but not limited to, the Clubhouse; pool bathhouse and snack bar; marina; golf clubhouse; golf cart shed; maintenance buildings; main gate house; beach, and playground restrooms; pool pump and filter.

Prepare preventive, general and major maintenance procedures and schedules for LMOA grounds, including, but not limited to, buildings, lawns, gardens, walks, water drain pipes/culverts, pool and deck, tennis courts, docks, beaches, playgrounds, spillway and sluice gate.

Prepare preventive, corrective and general maintenance procedures and schedules for road and water drainage.

Prepare preventive maintenance procedures and schedules for LMOA vehicles and ground operating equipment, such as lawn mowers.

Prepare work orders to direct and schedule work and to cover cost, labor and material to perform these maintenance tasks.