

# THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

## POLICY FOR PUBLIC WORKS DEPARTMENT

**PURPOSE:** To establish standards for the maintenance, upkeep and preservation of the Township properties.

Guidelines will be developed under the following categories:

**YARD:**

- 1) The over all general appearance of the yard should be clean and tidy.
- 2) Any storage in the yard should be done in a neat and orderly fashion.
- 3) Unusable surplus materials should be disposed of.
- 4) Storage area should be designated for material that is to be used on a recurring basis.
- 5) Yard access and the yard should be groomed to maintain a level and dry condition.
- 6) Designated parking area for employees and visitors.
- 7) Barriers should be erected around all facilities that warrant it.
- 8) Entrance and exit ways from the property shall have clear visibility in both directions.

**BUILDINGS:**

- 1) That the buildings shall be kept clean and orderly on a day-to-day basis.
- 2) The upkeep of the buildings shall be done on an ongoing basis.
- 3) Provisions shall be made for an office for the Lead hand and a lunchroom/conference room.

**SHOP AREA:**

- 1) All tools and equipment shall be kept in their designated area.
- 2) All motor oils, greases, lubricants, cleaners, solvents, paints, etc. shall be kept in a designated area, in the appropriate manner.

**POLICY STATEMENT:** The Lead hand shall conduct an annual inspection of the buildings each fall and a report to be submitted to Council by year-end for projected maintenance to be done.

**EFFECTIVE DATE:** This policy shall come in effect as of November 26, 1992.

Reference - Council Resolution #7 - Nov. 26, 1992.  
- Council Resolution #9 - Dec. 10, 1992.  
- Council Resolution #17 - Jan. 14, 1993.  
- Council Resolution #9, Feb. 26, 2001