2012

UNIVERSAL FUNDING FORMULA RESPONSIBILITIES

General Council of Winnipeg Community Centres

October 2011

FUNDING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Funding Requirements: Community Centres must adhere to the following requirements (*) to qualify for the full amount of any grant allocations. Please refer to the GCWCC Accountability Manual for further information.	Community Centre volunteers and their employees are entrusted with the day to day management and operation of the Centre including control, care and maintenance of the facilities and grounds.	Responsible to support the operation and maintenance of the Community Centre through the provision of an annual operating grant. If the funding responsibilities and timelines as outlined below are not met by the Community Centre, the release of the UFF operating grant may be delayed until such time the conditions have been met. Any issues that cannot be resolved by the City and Community Centre resulting from the Responsibilities Document will be referred to the Dispute Resolution Process.
*Incorporation	Exist as an incorporated body and provide the City of Winnipeg a copy of the Annual Return to the Corporations Branch, Department of Consumer and Corporate Affairs.	In conjunction with the GCWCC, will review Community Centre incorporation status annually and will keep on file with Community Centre records.

FUNDING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
*Monthly Financial Statements	The Community Centre is to ensure they meet or exceed the minimum standard of financial accountability as described in the standardized financial reporting section. Submit a copy of the Centre's Board approved monthly financial statements within 30 days following the monthly meeting.	Review and file financial statements prior to the release of UFF payments and provide necessary direction. Keep the monthly financial statements on file.
*Annual Financial Statements	Submit annually to the City a financial statement that has been audited and/or reviewed by a Chartered Accountant (CA), Certified General Accountant (CGA), or a Certified Management Accountant (CMA), and presented to the Board within 120 days of the year end fiscal date.	Review annual financial statements prior to the release of UFF payments and provide necessary direction. Reviews of annual statements will be done within 45 days of receiving annual statements from the Community Centre. A written summary of the review will be provided to the Community Centre. Keep the audited or reviewed annual financial statement on file. If the Centre submits late, then the review and release of the operating grant will be proportionately delayed.

FUNDING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
*Liability Coverage for Volunteers	To provide/submit annually the number of volunteers, the programs they are involved in, position and number of volunteer hours to the City of Winnipeg by November 30 of each calendar year, in a format standardized by the City.	Will provide a standardized reporting format to Community Centres. To include insurance coverage to volunteers under the City of Winnipeg policy based upon the information provided by Community Centres each year.
*Inventory Lists	Provide the City with an updated annual inventory list in a format standardized by the City by November 30 of each year to ensure adequate insurance coverage. Submit additions and/or deletions to this list on an ongoing basis to ensure insurance coverage. Note: Significant purchases in excess of $1,000 should be submitted immediately.	Will provide a standardized format to Community Centres. Record, register and include Community Centre current inventory lists in the City's annual insurance policy.
*Programming Reports	Provide to the City and GCWCC an updated Summer and Fall/Winter/Spring program report which identifies all programming taking place at the centre on an annual basis as follows: Summer (July-Aug) by May 30th and Fall/Winter/Spring (Sept-Jun) by September 30th.	Provide Centre with the previous year's programming report and standardized format. In conjunction with GCWCC, review and evaluate reports. See Programming Responsibilities for further details.

FUNDING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
*Board of Directors List	Submit a current list of executive and board members to the City and GCWCC annually within 30 days after the conclusion of the Annual General Meeting.	Will keep on file with Community Centre records.
*Constitution & By-Laws	On an annual basis, ensure that a copy of the current constitution and by-laws (signed and dated) is submitted to the City within 30 days following the Annual General Meeting and that it is consistent with the Standardized Community Centre Constitution as prepared by the City and GCWCC.	Will keep a copy of the centre's constitution and by-laws on file. In partnership with GCWCC, provide Centres with assistance (resource, interpretation) regarding constitutional matters.
*Annual General Meeting	Conduct an Annual General Meeting (AGM) for the purposes of reporting the year's financial activities and the election of directors and officers. Submit the recorded minutes to the City within 30 days following the AGM.	Upon request, attend Annual General Meetings. Provide assistance and direction where needed.
*Maintenance Accountability	Ensure that there is an annual on-site meeting held between the City of Winnipeg and the Community Centre to conduct a facility and grounds inspection. See Building Maintenance Responsibilities for further details.	Written copies of the inspection will be forwarded to the Community Centres along with completion dates. See Building Maintenance Responsibilities for further details.

ADMINISTRATION RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Provincial Civic Charities Permit and/or Manitoba Gaming Control Permits	Annually obtain necessary provincial permits and licenses for raffles, lotteries and other fundraising events conducted by the Centre. Maintain records of fundraising expenditures and revenues for the purpose of reporting to the Civic Charities Bureau.	
Civic Charities (Tax Deductible Receipts)	Maintain a list of tax deductible contributions; submit lists and monies to the City for tax receipt processing as per City of Winnipeg Reporting Guidelines. Previous year reports due to the City (Liaison Officer) no later than February 15th of each calendar year.	Provide and mail tax deductible receipts on behalf of Community Centres for applicable fund raising projects and charitable donations. Tax receipts for the previous year will be mailed by February 28th.
Insurance and Claims	Immediately provide to the City all necessary information regarding personal/bodily injury or property damage. For any major incidents related to the building, Contact the City for technical assistance.	Provide insurance coverage including property, accident and liability insurance as per Insurance and Claims requirements. Prepare and forward to claims branch on behalf of the Community Centre, all personal/bodily injury or property damage and final repair reports. Ensure all appropriate information has been obtained prior to filing with Claims Branch.

ADMINISTRATION RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Third Party Liability Insurance (Rental Agreements)	Ensure all third party users of the Centre complete a Facility Use Agreement and obtain liability insurance as required by the City. Submit a copy of the agreement and proof of insurance to the City for finalization.	Finalize Facility Use Agreement for third party users of Community Centres. Ensure appropriate liability insurance is in place.
Permits	Obtain and maintain the necessary permits related to operation, e.g. alarms, canteen operation, special events, fireworks, upgrades, construction, etc.	Educate and inform Community Centres of relevant permit requirements and contacts. Assist as required in the permit process.
Development Projects	As per the District Planning process in accordance with the RLLAF Policy, work in cooperation with GCWCC on all development and/or renovation projects (capital upgrading, repair, expansion and replacement projects). Obtain approval from the City before hiring a project consultant and/or contractor. Prepare funding reports as necessary.	Provide technical advisory, consultation for Community Centre initiated upgrading, expansion projects. Provide Centres with rationale for those developments that cannot be endorsed. Approval of project scope prior to application for building permit. Assist with planning, funding and execution, as required. Ensure additional operating funds associated with approved expansions are identified.

ADMINISTRATION RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Staff	Hire, orientate, train, supervise, pay and provide benefits as required by law for employees of the centre.	
Volunteer Development	Recruit, provide training and supervise volunteers.	In cooperation with the GCWCC provide orientation sessions for Community Centres regarding City of Winnipeg bylaws, policies, procedures and the laws and regulations for Federal, Provincial and Municipal Governments.
Relationship with other Boards	Maintain an active membership on the District Community Centres Board. Maintain an active membership with GCWCC.	Provide support and foster communication by appointing a staff representative to each District Community Centres Board and the GCWCC.

PROGRAM RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Program Planning and Delivery	The purpose of a Community Centre is to provide a range of recreational and leisure activities for the entire community through the management and operation of the Community Centre facilities and grounds. Programming is defined as supervised, regularly scheduled activities, whether structured or non-structured, that are open to the community. Programs may be delivered by the Community Centre, by partners or by third party groups, providing the programs are open to the community. Upon availability, the Community Centre shall provide space at no charge to City sponsored programs, providing no additional costs are incurred by the Community Centre. City programming must not compete with existing community centre programs. Facilities must be made available as polling stations for Civic, Provincial, and Federal elections (not campaign offices).	As required, the City and GCWCC will assist Centres in program development. The City will plan, conduct and evaluate Department sponsored programs and services.

PROGRAM RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Hours of Operation	Community Centres shall be open and accessible to the public for programming on a consistent basis, 12 months per year. Community Centres shall strive toward achieving the following minimum targeted hours of operation for each site location, based on facility size: Small Facilities • Under 10,000 sf • Average 20 hours/ week Medium Facilities • 10,000 – 20,000 sf • Average 30 hours/ week Large Facilities • Over 20,000 sf • Average 50 hours/ week Exemptions: Satellite sites that function solely as skate change buildings (<3,000 sf) are exempt from target hours. Community Centres will provide washroom access when Community Centre programming is taking place on the adjacent grounds.	Where a Community Centre struggles to meet targeted hours, the City and GCWCC will provide assistance to the Community Centre by working with them to help meet their community's programming needs.

GROUNDS MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Clean Up	Ongoing litter/broken glass pick- up on grounds. Collection of litter from containers and waste receptacles.	Litter collection in conjunction with mowing of grounds. Removal of excessive and bulky waste items.
Inspections	Provide a representative at annual grounds inspections to convey any Community Centre issues.	Conduct an annual grounds inspection with a community centre representative between August 1st and September 30th.
Outdoor Courts	Ongoing sweeping of tennis courts. Minor maintenance of basketball courts, standards, sand volleyball courts, tennis courts and nets, i.e. tighten nets, etc. Sweep basketball courts and install nets. Maintain horse shoe pits. Refer to Maintenance Section for lighting. Where there is an agreement between the Community Centre and an outside organization (example: Basketball Courts), the Community Centre is responsible for both minor and major maintenance.	Initial sweeping of tennis courts during spring cleanup. Painting of tennis court lines as required. Install and remove seasonal tennis nets and standards upon request. Major repairs to court surface, standards, and nets (replacement). Supply of sand as required. See Accountability Manual for Materials and Supplies Guideline).

GROUNDS MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
	Should this agreement end the Community Centre will be responsible for minor maintenance.	Should an agreement between the Community Centre and an outside organization end, the City will be responsible for major repairs at the level of City of Winnipeg Standards for that specific type of court. (Example: Basketball Court)
Site Drainage	Notify City of hazardous standing water conditions.	Pumping of standing water from hazardous areas. Repair and/or replace storm sewer lines on playing fields.
Catch Basin Maintenance on fields	Clear catch basin covers of snow and sediment	Assist with excessive snow removal, thawing of frozen catch basins as required.
Athletic Fields	See **Appendix** for: - Maintenance Standards Soccer- Football* - Maintenance Standards Baseball* - Materials Supplies Guidelines - Herbicide Use Procedures **applies only to those centres participating in the Athletic Field Maintenance Program.*	See **Appendix** for: - Maintenance Standards Soccer- Football* - Maintenance Standards Baseball* - Materials Supplies Guidelines - Herbicide Use Procedures **applies only to those centres participating in the Athletic Field Maintenance Program.*

GROUNDS MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
City of Winnipeg Approved Playground and Park Amenities (Example: Toboggan Slides, Picnic Tables, Park Benches, Park Lighting, Bleachers, BBQ's)	Notify City of safety concerns regarding playground and park amenities. Where possible, Community Centres to make minor repairs to address the safety concern. (i.e. tighten bolts, removal of glass and other unsafe objects) Consult with the City regarding construction of all new/upgrades of playground and park amenities. Receive written approval from the City for any new/upgrades of playgrounds and park amenities.	Inspection and/or repair of all play ground and park amenities.(i.e. requires specialized equip/materials) Supply and install sand for sandboxes, play stone, wood chips and mulch under play structures. (See Appendix for Material and Supply Guidelines.) Removal of unsafe or irreparable playground & park amenities. City to communicate with Community Centre as soon as possible. Approval of all new/upgrades of playgrounds and park amenities. Shrub bed maintenance including mulching, and pruning to City standards.
Trees	Notify City of diseased or hazardous trees for removal and pruning. Call 311 to request an inspection from Urban Forestry if a diseased tree is suspected.	Removal of diseased or hazardous trees. Trees to be replaced within two years. Pruning of dead/diseased limbs every 2-3 years.
Repairs due to vandalism	Repair vandalism to grounds and site amenities when appropriate equipment and materials are available at the centre.	Repair of vandalism to grounds and site amenities beyond the equipment capacity of the Centre.

GROUNDS MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Chain Link, Post and Chain Fencing	Minor repairs to City Standards, (example: retying mesh, gate repairs)	Replacement where repairs are not feasible and the City has deemed that the fence is still required for safety reasons.
Snow Fencing	Request and install snow fencing.	Provide snow fencing (subject to availability.)
Knockdown Rinks	See **Appendix** for: - Maintenance Standards for Knockdown Rinks. Flooding and proper maintenance of all outdoor ice surfaces. Repair and/or replace flooding hoses Bank snow for pleasure rinks. Consult with City regarding placement of pleasure rinks.	See Appendix for - Maintenance Standards for Knockdown Rinks. Approval of pleasure rink locations.
Snow Clearing	All snow clearing and removal. Repairs to damaged parking curbs.	Upon availability of resources, the City will assist with the removal of excessive snow piling adjacent to rink boards.
Pest Control	Report to the City problems with exterior pests.	Responsible for exterior pest control.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Compliance with Building Maintenance Regulatory/Safety Items	The Community Centre to comply with the regulatory requirements as outlined in the Universal Funding Responsibilities. The Centre, upon notification of deficiencies through the Facility Inspection Report on any regulation/safety items, must correct the deficiency(s) within agreed timeframes.	The City to comply with the regulatory requirements as outlined in the Universal Funding Responsibilities. The City must notify the Community Centre of any deficiency(s) as identified through the Facility Inspection Report or by written communication for the Centre to correct the deficiency(s) within agreed timeframes.
Inspections	Participate in annual inspections in conjunction with the City. Rectify all deficiencies that are the Community Centre's responsibility within agreed time frames. Close public access to areas deemed unsafe.	Annual inspection in conjunction with the Community Centre. Anticipated completion dates for follow up work to be discussed at the inspection and noted in the documentation. Rectify all deficiencies that are the City's responsibility within the agreed time frames Documentation of inspections to be submitted to the Centre and filed with the Department within 60 days. Close public access to areas deemed unsafe.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Public Safety	Closely monitor all facilities with regard to public safety. Rectify all hazards or potential hazards as they arise. If necessary notify and involve City as soon as possible. Provision for safe, clear access/egress from all entrances and exits of the building (sidewalks, pathways to ice surfaces, parking lots). Clear and remove snow, ice and icicles from all doorways and associated walkways, eaves, canopies, and roofs. Notify City of hazardous conditions. Keep corridors, stairs, and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow and ice.	Resolve all safety problems that are the City's responsibility as quickly as possible. Remove snow, ice, and icicles from eaves, canopies, or roofs when special equipment is necessary (boom and bucket, etc.).

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Fire Safety Awareness	Assist with the development of the Fire Safety Plan as required by the Winnipeg Fire Paramedic Service. Staff education and training. Practice the contents of the Fire Safety Plan outlined per facility. Notify the City of any changes to the facility for update of the Fire Safety Plan. Maintain the Fire Safety Plan signage in the facility.	Develop and post the Fire Safety Plan and audit building systems as required by the Winnipeg Fire Paramedic Service

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Fire Safety	Keep corridors, stairs, and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow and ice. Keep furnace and electrical rooms clean and uncluttered with clear access to all mechanical and electrical equipment Store flammables, combustibles, and hazardous materials in accordance with regulations and authorities having jurisdiction. Keep storage rooms, attics, and crawl spaces clean / uncluttered. Purchase and maintenance of fire extinguishers. Every week check that fire extinguishers are in all the required locations and are fully charged.	

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Building Maintenance	Ensures the facility maintenance adheres to all building and fire codes, health regulations, and other local by-laws and regulations.	
	Without prior written approval from the City, structural changes required to a site caused by a renovation or modification initiated by the Community Centre.	Major structural repairs to preserve the infrastructure and to prevent further deterioration and possible danger to both building and people (e.g. foundation leaks, cracked concrete, excessive shifting and building movement.).
	Door and window repairs including caulking, sealing, weather stripping, hardware replacement, vandalism repairs, and upgrading.	
	Wall, ceiling, and floor repairs i.e. stucco repairs, siding, minor cracks, flooring replacement, drywall repairs, painting, etc.	
	Interior and exterior painting.	
	Ongoing maintenance and repair of handicap ramps.	Replacement of handicap ramps due to age deterioration.
	Checks, repairs, and cleaning of HVAC systems. All filters to be checked monthly and changed or cleaned as required. Furnace operation and heat exchanger to be inspected annually by a qualified trade person.	Replacement of chimney, furnace, and air conditioning when caused by age deterioration but not by vandalism. This includes cracked heat exchangers, and worn out air-conditioning compressors.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
	Repair and/or replacement of thermostats, fans, belts, heating and air conditioning system components, window air conditioning units, pumps, ducts, blowers, and filters. Repair, clean, and inspect chimneys annually. Purchase, maintenance, repair of building inventories list as submitted annually to the City of Winnipeg (Building Furnishings). Installation, purchase and maintenance of kitchen and deep fryer exhaust systems, associated fire extinguishing systems and fire alarm system interface. Regular cleaning of exhaust system filters and duct work to prevent grease build up.	
Graffiti Removal	Removal of graffiti on interior surfaces, and where possible on exterior surfaces. If assistance is required, contact 311: Graffiti Hotline.	Removal of graffiti on exterior surfaces requiring specialized materials and equipment where resources allow.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Custodial	Responsible for the provision of all custodial services as per City/Provincial Standards.	Provide feedback on custodial services at annual inspection.
Plumbing	Plumbing repairs. Minor replacement of water and sewer lines within the building footprint. Replacement of valves, hot water tanks, pumps. Fixture replacement. Joint and leak repairs. Cleaning of drain lines. Installation and maintenance of weeping tile system. e.g. sump pumps, associated controls and alarms. Maintenance, inspection, and repair of backflow prevention devices required by the authority having jurisdiction. Thawing of frozen lines within the building footprint. Emergency services repairs and replacement. Cleaning of sanitary sewer and water lines from outside of building to public connection (Roto Rooter)	Major re-routing and replacement of water and sewer lines due to age or deterioration or as required by local codes. Initial installation of utility or water meters and backflow preventors, as required by the authority having jurisdiction. Thawing of frozen lines from outside of building to public connection. Cost of emergency water service to building. (Water Truck) Repair and/or replace sanitary sewer and water lines from outside of building to the public connection.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Roof Repairs and Maintenance	Where it is within the capacity of the Community Centre, inspection and maintenance of eaves troughs, soffits, fascia, roof drains and down spouts. Roof repairs and/or replacement covered by an insurance claim as approved by Public Works Department.	All roof maintenance, repairs and replacements. Replacement of eaves troughs, soffits, fascia, roof drains and down spouts. Annual cleaning of eavestroughs where required.
Building Sprinkler System Shut down and Activation Procedure.	Notify City a minimum of 2 working days in advance of building sprinkler shut down.	Provide details to the City's Insurance Branch.
Contracted Services (All work performed by Contractors)	Before assigning a contract and before work begins, consult with the City to ensure all contractors have approved Workers Compensation Board coverage, and meet the City's liability insurance and security clearance requirements. As requested, provide a list of all contractors used regularly. Provide updates as changes occur.	When notified by the Community Centre, obtain Certificate of Insurance from the contractor's insurer and forward to the Insurance Branch for approval and file. On request, the City to provide Community Centres an up to date list of all pre-approved insured contractors.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Electrical	Electrical repairs, replacement, and maintenance including light fixtures, ballasts, plugs, switches, panel work, circuit breakers/fuses, and minor rewiring, all electrical heaters (up to and including 5 Kw heaters), fans, and furnace motors. Installation, maintenance and replacement of intercom and sound systems. Repairs resulting from vandalism to related equipment and circuitry. Maintenance of emergency and exit lighting systems. Regular testing of ground fault circuit breakers and receptacles.	Complete panel replacements. Disposal of light ballasts containing PCB's. (pre 1978 ballasts) Major building rewiring and repairs when required by the hydro utility or electrical/fire inspector and necessitated by an unsafe condition. Replacement of the electric fan forced air heaters larger than 5 Kw used in building heating systems, not including skate change, tractor room, storage rooms and sheds. *(Note: above added as per 2011 Arbitration Process Resolution)* Equipment and system replacement required by new regulations, codes.
Permanent Hockey Rinks	Permanent hockey rinks and player boxes maintenance, repairs, and replacement. Prior to hiring a Contractor, consult with the City re plans for major refurbishments or construction of permanent hockey rinks or alterations/additions to rink lighting. Obtain building permit prior to start of construction.	Provide technical assistance, plans, specifications and quotation packages. Approval of project scope for additions and replacements, prior to application for building permit.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Exterior Lights on Poles for Community Centre Parking Lot and Building Entrance Pathway (excludes arena parking lot areas and associated pathways)	Maintenance/repairs and/or replacements including ballasts, light bulbs and fixtures, switches, breakers, photo cells and minor repairs and/or replacements to overhead and underground wiring. Maintenance of pole assembly including anchor bolts.	Major rewiring when required by mandatory regulations or the authority having jurisdiction. Approval of project scope for additions and/or replacements, prior to start of work. Provide technical assistance, plans, and specifications and quotation packages. Assessment of Workplace, Safety and Health considerations related to the condition of the light standards. Replacement when repair is not feasible and replacement is caused by age deterioration or natural causes. City provides technical support for maintenance and repairs. i.e. overhead wiring.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Rink Lighting (Including Permanent/Knock-Down Rinks)	Additions, repairs as required except for structural base below ground level.	All relevant safety issues will be reviewed on an individual basis. Approval of project scope for additions prior to start of work Provide technical assistance, plans, and specifications and quotation packages. Structural repairs to base below ground level. Replacement of light standards based upon the development of a prioritized replacement list and dependent upon availability of capital funding to support such. Installation and removal of seasonal lighting for knock down rinks.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Parking Lots	Clear and remove snow and litter. Repairs and replacement to pre-cast parking curbs and speed bumps due to snow removal or vandalism. Installation, repair and replacement to all gates/chains/ arms associated with parking lots. Line painting. Rectify all hazards or potential hazards as they arise. If necessary notify and involve the City as soon as possible.	Surface repairs and asphalt/concrete replacement of parking lots as required, for parking surfaces serving UFF funded facilities (excludes parking lot serving fields/grounds).
Fencing, Wood Ramps and Decks (See Ground Responsibilities for Post / Chain Link Fencing)	Ornamental and wood fence, ramp and deck repairs and maintenance. Regularly inspect and where possible rectify all safety issues immediately.	Complete replacements due to age deterioration. Replacement of wood decks

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Fire Alarm and Security (keys, alarm)	Security alarm system installation. Maintenance and monitoring of alarm system i.e. burglar and fire. Fire alarm system testing and operation verification as required by the authority having jurisdiction. Fire alarm system changes and/or upgrades when equipment is added (e.g. deep fryer exhaust system) or building is renovated. Key control system, re-keying and lock hardware as required.	Fire alarm system installation, upgrade, replacement as required by code.
Pest Control	Interior pest control.	Exterior pest control (see Grounds Responsibilities).
Signage	Maintenance and repair of all Centre signs on Community Centre property. Installation, maintenance, repair and replacement of all illuminated, custom or specialty signage. Obtain approval from the City prior to hiring a signage contractor for new installation/major change.	Installation of all outdoor City by-law signs (fire lane signs). Installation and maintenance of standard brown street directional signs (maximum of 4 per site).

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	CITY OF WINNIPEG
Fall Protection	Maintenance of fall protection anchors.	Installation of fall protection anchors.
Roof Access Ladders and Hatches	Maintenance of roof access ladders and hatches.	Installation of roof access ladders and hatches to facilitate safe access.
Elevators and Lifts (to meet universal design)	Maintenance by a qualified elevator mechanic. Maintenance frequency should be as recommended for the duty cycle of the lift or elevator equipment.	Pay for annual inspection by the authority having jurisdiction. Follow up on compliance items. Replacement/major overhaul due to age deterioration.
Asbestos	Keep staff/volunteers informed where asbestos is located in the facility. Report disturbed asbestos to City for immediate repair. Notify City of planned projects regarding asbestos management e.g. floor tile replacement, holes required through walls, ceilings containing vermiculite, etc.	Maintain accurate records of where asbestos exists. Provide information, as required. In facilities where asbestos exists, conduct a thorough inspection every year. Provide notification of projects as per regulations. Repair/remove disturbed asbestos.
PCB's	Keep staff/volunteers informed about safe PCB procedures.	Dispose PCB's as per regulations.
Lead Paint	Before sanding paint, contact City to determine whether or not it is lead paint.	Remove lead paint as per regulations.
Mould	Notify City of suspected mould.	Responsible for mould remediation/ abatement.

INDOOR ARENA/SOCCER/SPORTPLEX MAINTENANCE RESPONSIBLITIES

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
Parking Lots, Roof Repairs and Maintenance	All roof maintenance, repairs and replacement. Replacement, cleaning and maintenance of eaves troughs, soffits, fascia and downspouts. Responsible for all parking lot maintenance and repairs to City standards	May assist on roof/parking lot replacement/repairs on pro-rated cost shared basis (i.e. areas normally covered under the Universal Funding Formula, not including areas of specific single use for indoor arenas / soccer/ sportplexes e.g. playing areas, grandstands, etc.) Scope of work and mutual cost sharing arrangements to be agreed prior to commencement/ commitment of work.
Heated Change Rooms	Maintenance as per "Building Maintenance Responsibilities" section for Community Centre facilities	Maintenance as per "Building Maintenance Responsibilities" for Community Centre facilities
Building Maintenance Operations	All building/equipment maintenance/replacement and operations requirements, unless noted otherwise in this section.	Annual facility inspection. Identify maintenance items.