

Town of Yarmouth  
**MAINTENANCE PROGRAM POLICY**

Effective: August 19<sup>th</sup>, 2010  
TOY 21



- 1.0** It is the policy of the Town of Yarmouth to maintain all tools, equipment, vehicles, facilities and structures in a condition that will maximize the safety of all personnel.
- 2.0** To accomplish this, a “Maintenance Program” shall be maintained and shall include the following components:
  - a. Adherence to applicable regulations, standards, guidelines and manufacturers specifications.
  - b. Effective removal of defective tools, equipment or vehicles from services.
  - c. Services of appropriately qualified maintenance personnel.
  - d. Scheduling and documentation of all maintenance work.
- 3.0** The supervisor shall be responsible for the application of the program in his/her area of responsibility.

**Clerk’s Annotation for Official Policy Book**

Date of Adoption: August 19<sup>th</sup>, 2010

I certify that this ‘Maintenance Program Policy’ was adopted by Council as indicated above.

Town Clerk:

Date: