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# ***NAIT Guidelines***

OA.6.6

## **EQUIPMENT OPERATION AND MAINTENANCE**

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#### **1.0 PURPOSE**

While NAIT operates under a decentralized model, operation and maintenance of equipment that serves the overall purposes of the Institute is centralized. This guideline sets out the parameters for determining responsibility for operation and maintenance of the various categories of equipment.

#### **2.0 PROCEDURES**

The Associate Vice President, Capital Projects and Facilities Operations shall be responsible for the development, administration, and maintenance of procedures to be implemented in compliance with these guidelines.

#### **3.0 CONTROL AND MANAGEMENT**

**3.1** Areas which are assigned control and management of equipment shall be responsible for ensuring that such equipment is properly certified, inspected, serviced and maintained and for the cost of such work. The control and management of equipment for the purposes of operations and maintenance responsibility is as follows:

- 3.1.1 Capital Projects and Facilities Operations**  
Equipment that is required for the operations of the buildings and building sites as follows:
- a. Building heating, ventilation and cooling systems
  - b. Building security systems
  - c. Building fire alarm systems
  - d. Building fire suppression systems
  - e. Elevators
  - f. Ventilation equipment supporting non-building equipment where the mechanical components are not contained within the occupied space will be a shared responsibility with the area to which the supported equipment is assigned. Capital Projects and Facilities Operations will be responsible for the mechanical components of these systems.
  - g. Ice surface chiller
  - h. Vacuum and high pressure air lines and valves from source to point of use.
  - i. Plumbing and taps for distribution and dispersal at point of use.
- 3.1.2 Information Services**  
Enterprise systems and networks, common computer labs, telephones and telecommunications equipment and videoconferencing suites, including W201, W202, the Nexen Theatre, and H003.
- 3.1.3 Materials Management**  
All fleet (vehicles, trailers and equipment in these vehicles and trailers) not specifically assigned to business units.
- 3.1.4 Learning Resources**  
Audiovisual equipment and systems, including public address systems, multifunctional devices – equipment located in office banks and public venues (copier/printer/ scanner/fax).
- 3.1.5 Recreation**  
Assigned equipment shall include equipment to support the pool and ice surface with the exception of the ice surface chiller.
- 3.1.6 Other equipment**  
All other equipment is the responsibility of the area to which it is assigned for the purposes of carrying out their program or function and includes supporting equipment used solely for the purposes of that program or function. Where equipment is assigned to a specific area, but used by other areas as well, the area to which the equipment is assigned is responsible for its operation and maintenance, but may work out a cost sharing program with the other users.

Ventilation equipment supporting non-building equipment where the mechanical components are not contained within the occupied

space will be a shared responsibility with Capital Projects and Facilities Operations. The area to which the supported equipment is assigned will be responsible for the non-mechanical components as well as cleaning the ventilation system and filter replacement.

## **4.0 RESPONSIBILITIES**

**4.1** The area to which equipment is assigned shall be responsible for ensuring that such equipment is properly operated and maintained and specifically shall:

- 4.1.1** Ensure that certification, inspection, servicing and maintenance requirements are identified, scheduled and performed by qualified persons in accordance with manufacturer's requirements, applicable codes, NAIT standards and best practices.
- 4.1.2** Obtain all required permits and approvals to carry out work on the equipment.
- 4.1.3** Ensure that work on equipment is carried out in accordance with applicable legislation, including but not limited to the Occupational Health and Safety Act.
- 4.1.4** Consult with other areas which use or may potentially use the equipment to determine inspection, servicing and maintenance requirements;
- 4.1.5** Maintain a record of certification, inspection, servicing and maintenance on equipment
- 4.1.6** Plan/budget for certification, inspection, servicing and maintenance as required.
- 4.1.7** Identify replacement requirements for consideration in equipment replacement programs.
- 4.1.8** Consult with Capital Projects and Facilities Operations on any proposed alteration or modification that could impact utility use or building systems.
- 4.1.9** For ventilation systems assigned to Capital Projects and Facilities Operations which support non-building equipment, it is the responsibility of the area to which the supported equipment is assigned to operate the ventilation equipment in an appropriate manner, for monitoring the efficacy of the ventilation equipment and reporting any concerns to Capital Projects and Facilities Operations.

**4.1.10** Inform the General Counsel of any alterations or modifications that could impact insurance coverage.