4.3 Inspections and Maintenance

Policy:

1. The Galiano Club ensures their premises are regularly inspected to identify problems.
2. Regular maintenance is carried out to support the ongoing viability of the Community Hall (Hall) as funding allows.
3. Regular cleaning and sanitation is carried out to support the safe and comfortable use of the Hall and Food Bank facilities.

Procedures

Self Inspections

4. The Hall and Hall equipment, Food Bank and Food Bank equipment is inspected once a week by the Executive Director, or designate, to identify any safety issues, any maintenance issues and any pest control issues.
5. If any issue is identified by another individual such as a renter, the Executive Director is notified and will address the issue.
6. Inspections will be noted for date, person inspecting and any issues will be documented for follow-up.
7. If person inspecting is not the Executive Director, all issues are reported to the Executive Director.

Formal Inspections

8. Annually, or on the schedule determined by the Vancouver Island Health Authority, inspections are conducted in the commercial kitchen, the Hall and the pumphouse at the Hall. The Hall is where food is produced for most of the Galiano Club programs.
9. The inspection results in a permit, which is then posted. Copies of these inspections will be kept for 10 years, including any required changes and information on the outcomes.
10. Water at the Community Hall is tested monthly by Vancouver Island Health Authority (VIHA). Water quality test results can be viewed on their website at: https:// www.islandhealth.ca/learn-about-health/drinking-water

Maintenance

11. When a maintenance issue is identified through an inspection or by any other route, the Executive Director is notified.
12. The Executive Director will assess the issue and determine whether or not immediate action is required.
13. The Executive Director may address any maintenance issue requiring immediate action that is within her delegated spending authority. For issues above the spending authority or which do not require immediate action, the Finance Committee or the Board will be involved. Considerations may the priorities of the Hall Strategic Plan, fair procurement processes and/or obtaining funding through grant applications.
14. Overall, maintenance will be planned for and guided by the Hall Strategic Plan.

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15. For the Food Bank, depending on the issue, planning would occur with the Fire Dept.
16. Island Cleaning does windows (inside and out), gutters and solar panels.

Cleaning

17. The Hall is cleaned after every rental by the renter. See https://galianoclub.org/hall/rental-information/ for expectations.
18. In addition, the Hall is cleaned 2 to 4 times a week (depending on rentals) by a contracted cleaner.
19. The Hall, where all food is prepared and repackaged has a commercial sanitizer, which is used to sanitize all dishes, pots, pans, cutlery etc.
20. Staff and volunteers keep the Galiano Club Food Bank interior and exterior premises clean, tidy, and in good repair.
21. All Food Bank equipment is kept clean and sanitized as needed.
22. The Galiano Club ensures facilities, equipment, utensils and supplies are suitable for use in food premises and kept in good repair.

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