

## 1.00 Building Management

Records related to building operations, maintenance and management to ensure the functionality of facilities required for public service delivery and support.

1.00 Building Management		Function	Description	Retention and Disposition
1.01	Accommodations Records	To record the administration of a civic building or facility.	Correspondence, reports, agreements, contracts, manuals, and other records related to building operations and maintenance.	Destroy 2 years after obsolete or superseded.
1.02	As-built and Shop Drawings	To provide a record of drawings that depict a final installed configuration (physical or functional) as well as equipment held or installed in City facilities.	Engineering drawings, incorporating all field mark-ups (construction drawings), design change notices, approved change orders/requests, deficiency reports, and modifications. Includes electrical, plumbing, heating, ventilation, air conditioning, lighting, water and sewage, and telecommunications systems drawings. Also may include operating manuals, engineering drawings and mechanical structures drawings.	Destroy 2 years after obsolete or superseded.
1.03	Building Alteration and Repair Records	To provide a record of alterations and repairs carried out on a civic building or facility.	Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to building alterations and repairs. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools, aquatics facilities.	Destroy 1 year after completion or cancellation of alteration or repair.

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1.04	<b>Building Maintenance Records</b>	To provide a record of routine building maintenance related to ensuring the functionality of a facility required for public service delivery and support.	Correspondence, proposals, contracts and agreements, reports, drawings, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings. Includes mechanical, electrical, plumbing, carpentry, custodial and security maintenance and operations records for civic buildings, community clubs, recreation centres, arenas, and swimming pools.	Destroy 1 year after completion or cancellation of service.
1.05	<b>Building Security Records</b>	To maintain an onsite record of building security measures and activities related to a civic building or facility.	Correspondence, reports, and other records related to the implementation and maintenance of physical security measures within a civic building or facility, including access restrictions, safeguards, incident reports of security breaches and violations. Includes records related to the installation, maintenance and operation of security systems, working alone policies and procedures, and local safety committee minutes and reports.	Destroy 5 years after creation of record.
1.06	<b>Building Security - Daily Control Records</b>	To provide a record of the day-to-day administration of building security.	Daily logs, registers, reports and other records and communications regarding routine security procedures.	Destroy 1 year after creation of record.
1.07	<b>Facilities Booking Records</b>	To maintain a record of requests received for booking and use of a civic facility.	Facilities booking requests, schedules, reservation records and all related correspondence and communications.	Destroy 1 year after creation of record.
1.08	<b>Fire Prevention Records</b>	To maintain an on-site record of fire prevention and safety measures and activities related to a civic building or facility.	Correspondence, logs, plans, and reports related to fire drills, fire alarms, inspections and investigations as well as records related to the installation and maintenance of fire extinguishers, sprinkler and alarm systems.	Destroy 5 years after creation of record.

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1.09	<b>Property Management Records</b>	To provide a record of the general management of a civic property.	Correspondence, reports, agreements and other records related to property management matters. Includes records related to purchase, rental, leasing, or construction of facilities and space planning and utilization.	Destroy 6 years after creation of record.
1.10	<b>Universal Design Records</b>	To provide a record of the implementation and administration of universal design to meet the needs of a broad array of users, including people with disabilities, in designing products, information, services and the built environment.	Correspondence, reports, plans, working papers and other records related to the administration of the City's Universal Design policy.	Destroy 5 years after creation of record.
1.11	<b>Utilities Service Records</b>	To provide a record of utility consumption.	Service logs, reports, statements, reading notices and other records related to civic building or facility and utilities consumption. Includes hydro, natural gas, telephone, and water service records.	Destroy 6 years after creation of record.
1.12	<b>Airborne Substance Monitoring Records</b>	To maintain a record of the monitoring of airborne chemical or biological substances for safety reasons.	Monitoring results and all related records, correspondence and reports.	Destroy 30 years after creation of record.
1.13	<b>Asbestos Inventory and Inspection Records</b>	To maintain an inventory of all asbestos-containing material in the workplace and to maintain a record of the regular inspection of the condition of these materials as specified under Manitoba Safety Regulation 217/2006.	Inventories of asbestos-containing materials present in the workplace and records of the inspection of the condition of these materials.	Destroy 30 years after creation of record.