

CVS POLICY & PROCEDURE MANUAL

Policy Area: **Buildings, Equipment, Vehicles and Other Assets**

Policy # & Name: **8.1 Asset Protection**

Group: All Staff, Volunteers

Purpose:

To ensure CVS assets are protected, and to minimize loss and risk to CVS assets.

Policy Statement:

CVS assets include owned and leased buildings, equipment and vehicles as defined in Finance Policy. They are used for their intended purposes only, and are protected through regular inspections, an asset inventory, regular maintenance, repair and replacement, and use of warranties when appropriate.

Practice Standards:

CVS Management and Supervisors are responsible for maintaining assets according to the recommended schedule for the asset. Asset maintenance tasks may be delegated to staff or contractors.

Maintenance

For buildings owned or leased by CVS, follow the inspection and maintenance policy as set out in Section 4 – Health & Safety (Policy #4.5 – Preventative Facility Maintenance Inspections).

For equipment owned or leased by CVS, follow manufacturer-recommended schedules of inspection and maintenance. In the absence of a manufacturer schedule, the Supervisor or Manager develops a schedule in consultation with the equipment users.

For vehicles owned or leased by CVS, follow the recommend inspection and maintenance schedule.

Inspections

Inspect buildings for maintenance, security and safety concerns. All concerns are documented and corrected as set out in Section 4 – Health & Safety (Policy #4.5 – Inspections).

Inspect equipment prior to use and get it periodically serviced if required.

Ensure vehicles are inspected according to the requirements in the Transportation Services Policy (see Human Resources Policy 6.19.)

Asset Inventory

Information about CVS assets is documented in asset inventory records. The information includes a description, and, if known, the date of acquisition, location of the asset, warranty information and other relevant information.

Update asset inventories as required and review them at least annually.

Individuals who hold keys and access codes to buildings, equipment and vehicles are recorded by the Finance Manager.

CVS POLICY & PROCEDURE MANUAL

When a person leaves CVS's employ or volunteer responsibilities, revise access codes and ensure keys are returned to the Finance Manager.

Losses

Asset loss may occur due to damage, mysterious disappearance, or theft.

Report losses to the Finance Manager as soon as possible.

The Finance Manager and Executive Director determine whether insurance claims will be made and make any replacement decisions.

Intended Use

Buildings, equipment, and vehicles are only to be used for the intended purposes.

Buildings may be rented or made available to community organizations and groups. The Executive Director approves any lease of CVS operated buildings.

Operation of equipment should follow manufacturer or CVS instructions.

CVS vehicles and equipment are to be used for association business only, including service delivery activities, transporting individuals served by CVS and other activities designated as association business.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Executive Director, Finance Manager

References:

- ☞ BCHMC and CMHC Asset Documentation and Requirements
- ☞ Health and Safety Policy 4.4.3 (Preventative Facility Maintenance)
- ☞ Health and Safety Policy 4.4.4 (Transportation Services)
- ☞ Finance Policy 7.5 (Risk Management) and Annual Risk Management Plans
