

# NORTH VIEW Housing Association

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*North View is a registered Scottish charity – charity registration number SC032963*

## REPAIRS & MAINTENANCE POLICY

### Appendix 3

#### Procedure for Reviewing Planned Maintenance Programme

- 1.1. The Maintenance Manager will advise the Maintenance Sub Committee annually of projects that are considered necessary or advisable for the incoming year and beyond. This will be a brief outline. This will be done in October/November.
- 1.2. The above recommendations will be based on computerised Life Cycle Costing information which the Association has for all its properties.
- 1.3. The Maintenance Sub Committee will be given the opportunity to comment on these proposals.
- 1.4. The Maintenance Manager in consultation with the Finance Manager will produce a full report for the November/December meeting of the Management Committee which will: -
  - Advise upon the priority of the proposals.
  - Give a suggestive cost of the proposals.
  - Demonstrate the budgetary implications of various possible decisions.
- 1.5. The Management Committee will confirm its approval or non-approval for various projects.
- 1.6. If the Management Committee gives its approval. Provisions for the proposals will be made within the budget for the incoming year.



INVESTOR IN PEOPLE

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