

## Maple Leaf Facilities Monitoring Mandate for 2023/2024

The Maple Leaf Facilities Monitor will work in conjunction with the Maple Leaf General Manager and Maintenance Superintendent to maintain the highest standards of all Maple Leaf GCC facilities. The facilities covered under this mandate include: Can-Am, Queensway, Charlotte, Rampart, Boardroom and Library.

### Responsibilities:

- Recruit/appoint “Building Managers” as needed
- Liaise frequently with the resident building managers to keep informed of any facility issues or needed improvements
- Conduct and document periodic inspections of facilities
- Maintain an equipment inventory list for the Queensway, Can-Am, Charlotte, and Rampart Centers
- Report facility problems/issues to the GM and/or Maintenance Superintendent
- Monitor and be advised of access codes to MLGCC facilities
- Review the facility kitchens and identify improvements and/or inventory needs
- Identify furniture and equipment needs for updates or replacement
- Work with clubs and residents that utilize facilities to identify needs or changes and communicate feedback to GM
- Communicate unplanned changes or additions for board approval
- Tour community facilities (as described above) and document areas that need to be addressed for the coming year
- Develop/maintain a facility care checklist for use by building managers and residents who are using facilities for special events.

### Members:

Chair: Ila Stofel

Committee:

General Manager: Mitch Krach  
Maintenance: Patrick Bell  
Charlotte Center: Phil & Ann Thomas  
Queensway Center: Jolene Scofield  
Can-Am Center: Dawn Brocklehurst  
Rampart: Lisa Oliver