

3.12 Building Services

Policy Statement

The Department of Transportation and Public Works shall manage, operate, and maintain all government-owned structures, in coordination with other departments, boards, commissions, and agencies of the Government of Nova Scotia, except where such responsibility has been assumed in practice by other departments.

Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Public Works supervision, direction, and control of all matters relating to

- the superintendence and management of all buildings and property belonging to or under the control of the government of the province
- the management and control, in so far as the same are by law vested in or appertain to the government of the province, of all construction and capital improvement of all public buildings and other public works constructed and maintained, in whole or in part, at the expense of the government of the province.

Please note: To reflect changes in operating practices that have occurred over time, amendments to the *Public Service Act* are required.

Policy Objectives

The objective of building services policy is to assure that government-owned or controlled premises are managed and maintained in a manner that is efficient, effective, and economical.

Application

This policy applies to the Department of Transportation and Public Works and to all departments, agencies, boards, and commissions occupying provincially owned or controlled premises.

Accountability

The Minister and Deputy Minister of Transportation and Public Works have oversight of building services policy with respect to the *Public Service Act*.

Functional and coordinating responsibility resides with the Executive Director, Public Works.

The Building Services section has working-level responsibility for this policy.

Monitoring

The Building Services section shall conduct annual inspections of government-owned buildings managed by Public Works. Building Services encourages other departments to conduct annual inspections.

All procurement activities will be subject to audit by the Procurement Branch.

Activities and expenditures associated with this policy are subject to audit by the Auditor General.

Directives

Subject to priorities and resources, the department shall provide or contract for facilities management, building maintenance, and project management services for provincially owned buildings, except where such responsibility has been assumed in practice by other departments.

Client departments shall consult on a fiscal-year basis with the Building Services section in order to assess capital improvement requirements and to determine budgetary requests for this purpose. Projects will be prioritized according to urgency of the required work. Work required by applicable codes and regulations will be accorded highest priority.

Guidelines

Departments may engage the Building Services section for facilities management, building maintenance, and project management services on a refundable basis.

References

All relevant codes and professional standards apply to Building Services projects.

Design Requirements Manual (DC350), Department of Transportation and Public Works

Construction Contract Guidelines, Department of Transportation and Public Works

Facilities Procurement Guide, Department of Transportation and Public Works

Province of Nova Scotia Policy on Government Procurement

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