

CWF Asset Management Plan

Community Hall Example for Non-Local Government Entities

Organization: Riverside Community Hall Society

Facility: Riverside Community Hall

Date: July 2026

1. Asset Overview

Riverside Community Hall was constructed in 1999 and is operated by the Riverside Community Hall Society, a volunteer-led non-profit organization. The facility serves as a gathering place for community events, recreation programs, cultural activities, training sessions, meetings, private rentals, and emergency support services. The site includes a main hall, commercial kitchen, meeting room, washrooms, mechanical room, storage space, exterior viewing deck, parking lot, septic system, and accessibility infrastructure. Approximately 4,000 visits occur annually.

2. Asset Inventory Summary

The Society maintains a Basic Asset Inventory and Risk Assessment to identify major assets, assess condition, understand risks, and support funding applications. Major assets include the roof system, HVAC system, exterior viewing deck, septic system, parking lot, electrical distribution system, accessibility ramp, washroom fixtures, and kitchen equipment. The highest-value assets are the roof (\$150,000), exterior viewing deck (\$90,000), electrical system (\$50,000), HVAC system (\$40,000), and parking lot (\$35,000).

3. Asset Condition Assessment

Most facility assets are in Good to Fair condition. The roof remains functional but is approaching the latter stages of its useful life. The parking lot exhibits cracking and surface wear. The most significant concern is the exterior viewing deck, which has visible deterioration, signs of weather-related damage, and has exceeded much of its expected service life. An engineering review is recommended. HVAC, septic, accessibility, and kitchen assets remain functional and continue to provide acceptable service levels.

4. Levels of Service

The Society aims to provide year-round access to a safe, accessible, and functional community facility. Service objectives include maintaining safe public access, minimizing unplanned

closures, supporting community programming, maintaining effective building systems, and ensuring accessibility for all users.

5. Risk Assessment

Assets are evaluated using probability of failure and consequence of failure. The exterior viewing deck has been identified as the highest-risk asset with an Imminent probability of failure and Critical consequence of failure, resulting in a Very High risk rating. The roof and parking lot are rated High due to age-related deterioration and potential service impacts. Electrical infrastructure is rated Moderate and will continue to be monitored through periodic inspections.

6. Maintenance Strategy

Preventative maintenance includes annual roof inspections, quarterly HVAC servicing, annual fire safety inspections, septic servicing, electrical inspections, accessibility inspections, and monthly facility walkthroughs. Corrective maintenance activities are prioritized according to safety, regulatory compliance, service continuity, and asset preservation.

7. Planned Improvements and Replacements

Short-term priorities focus on replacement of the exterior viewing deck, parking lot rehabilitation, and accessibility improvements. Medium-term priorities include roof replacement and renewal of commercial kitchen equipment. Long-term priorities include HVAC replacement and electrical system upgrades. Capital projects will be adjusted according to available funding and updated condition assessments.

8. Funding and Financial Considerations

Funding sources include hall rentals, community fundraising, donations, local government support, Canada Community-Building Fund allocations, and provincial and federal grants. The Society intends to establish reserves where possible; however, major asset replacement projects will likely require external funding assistance.

9. Review Schedule

This Asset Management Plan is reviewed annually by the Board of Directors. The plan will be updated following significant repairs, asset failures, major capital projects, or changes in service requirements. A full update will be completed at least every five years.

Community Hall Risk Summary

Highest Priority

Exterior Viewing Deck

- Risk Rating: **Very High**
- Probability of Failure: **Imminent**
- Consequence of Failure: **Critical**
- Recommended Action:
 - Restrict public access immediately.
 - Obtain engineering assessment.
 - Replace within 1–2 years.
 - Pursue grant funding.

Roof System

- Risk Rating: **High**
- Replacement expected within approximately 10 years.
- Begin reserve and funding planning.

Parking Lot

- Risk Rating: **High**
- Surface deterioration and cracking.
- Rehabilitation recommended within 3–5 years.

Funding Priorities

Priority	Asset	Estimated Cost
1	Exterior Viewing Deck Replacement	\$90,000
2	Roof Replacement	\$150,000
3	Electrical System Upgrade	\$50,000
4	Parking Lot Rehabilitation	\$35,000
5	HVAC Replacement	\$40,000
6	Kitchen Equipment Renewal	\$25,000