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# Approve, Review and Adjust Your Maintenance Plan

Get your maintenance plan approved, then review and adjust it going forward.

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With your annual and long-term maintenance plans complete, the next step is to find support for your plans. That means seeking approval from the proper authorities. The last step is an ongoing one: reviewing your plan regularly and adjusting it as needed.

## Get your plan approved

When seeking approval for your maintenance plan, you should:

- formally submit the written plan for approval
- follow up with a presentation describing the benefits of the plan (and be prepared to answer questions and address concerns)
- keep a record of the decisions made about the plan

## After your maintenance plan is approved

Once your maintenance plan is approved, prepare to implement it by:

- ensuring the plan's high-level details have been communicated to your housing committee, chief and council, and community members
- developing a question-and-answer information sheet for chief and council, housing committee members, and staff

## Review your maintenance plan

It's a good idea to review your plan on a regular basis – at least once every 3 months. Revise your plan if you see any areas that need updating or could use improvement.

As part of the review process, you should:

- review the progress of your plan with your team to make sure everything is on track
- conduct regular inspections of all units (annual inspections, physical condition reviews, move-in and move-out inspections)
- review building inventory

## Adjustments to your maintenance plan

After your review of the plan, you will need to:

- update the plan as tasks are completed, which includes moving completed tasks to their next scheduled date
- identify problems and reassign resources, if necessary, for tasks that are behind schedule
- prepare regular progress reports and make them available to the community
- celebrate and share successes

For more information, please contact your local CMHC office or CMHC consultant.

### **PREVIOUS**

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