

Administrative Procedure 542

SCHOOL FACILITIES AND EQUIPMENT MAINTENANCE

Background

It is imperative that school facilities and equipment are maintained in a safe condition.

Procedures

1. When facilities are renovated or modernized they will meet current building standards and codes.
2. All new school facilities will be constructed according to current building standards and codes.
3. Any company which installs equipment in a Division facility will provide the Director of Facilities with written confirmation that the equipment and installation conform to the current Canada Standards Association (CSA) standards and codes.
4. Donated equipment becomes the property of the Division and must also meet current CSA standards and codes; and any installation must be approved by the Facilities Department.
5. The determination of which equipment meets current CSA standards and codes will be made by appropriately trained and certified Division personnel.
6. Equipment which does not conform to current CSA standards and codes will either be upgraded to meet the standards, pass inspection or be removed.
7. Personnel from the Facilities Department will meet with the Principal to establish an appropriate timetable for the upgrading or removal of the equipment.
8. Regular facility audits conducted by Facilities Department personnel will form the basis for the development of a work plan for the facilities in the Division.
 - 8.1 Outside agencies may also be contacted by the Director of Facilities to help verify the condition of the facilities or equipment.
9. Work Requests
 - 9.1 eBase is to be used when requesting any work to be performed or facilitated by Facilities Department personnel (i.e. upgrades, small-scale construction items, installations, replacements, relocation of furniture, etc.) and when requesting work that must be completed within a specific time frame or on a specific date / time (i.e. setting up / taking down stages for Christmas concerts).
 - 9.2 Emergent requests affecting the health and safety of students, staff, or building structure (i.e. leaking roofs, temperature adjustments, plugged toilets, broken

- windows, etc.) are to be phoned in immediately to Facilities Reception (780-955-6060) for prompt response and/or action.
- 9.3 All general maintenance items that can be attended to on routine scheduled visits by Facilities Department personnel (i.e. glue base board, tighten door handles, hang pictures, etc.) are to be submitted through eBase.
 - 9.4 Division staff should limit their access to the schools during the summer months and the Christmas/Spring breaks, as this is the time period when the preventative maintenance work and heavy cleaning occurs. Should access be required, Division staff should contact the school Head Custodian in advance to ensure that entry to the school will not interfere with the work being performed (e.g. freshly waxed floors, recently shampooed carpets, gym floor refinishing, etc.).
 - 9.4.1 During the summer is when the majority of cleaning and maintenance projects are completed at the schools. School staff are asked to stay out of the building for all of July and the first two (2) weeks of August.
 - 9.5 In consideration of student and staff allergies and facility cleanliness, family pets are not to accompany staff members into Division facilities.
 - 9.6 Refer to the Appendix for the Operations & Maintenance Expenditure Guidelines to determine if the work is considered a Site-Based cost. Work which is to be charged to the Site-Based Budget or Instructional Pool will be invoiced for the cost of materials and labour (thirty-five dollars (\$35) per hour for maintenance and forty dollars (\$40) per hour for mechanical or electrical), plus non-refundable GST.

Reference: Section 52, 54, 68, 197, 222, Education Act