

FACILITY REPAIR / UPGRADING OF SCHOOL BUILDINGS

Background

The Division believes that the Facilities Department is ultimately responsible for the long-term maintenance and planning for school buildings and sees its role as one similar to that of a landlord; it has a vested, long-term interest in the facilities that may be different from that of its current occupants (school administration, teachers and other staff).

Many schools are interested in undertaking maintenance and upgrading projects that cannot be funded through traditional sources.

Involvement by Facilities in all projects undertaken is essential for legal reasons and long-term planning. The Division ultimately assumes the subsequent maintenance and associated costs. All maintenance and upgrading projects are required to be approved by Facilities through the normal service request process.

School based staff are not allowed to undertake their own maintenance or upgrading to their workspace (examples: painting or the relocation of attached millwork).

Procedures

1. The identification of minor repairs to buildings, sites and non-instructional equipment is the responsibility of the Principal. The Principal is responsible for the initiation of a service request, which will be sent to Facilities for review, approval and possible completion.
2. In case of emergency repairs, the Principal shall contact the Director of Facilities by phone and follow up with a service request submission.
3. On an annual basis the Facilities Department will inspect the school to determine work required.
4. Principals wanting to use school based budget funds for non-instructional purposes, including the upgrading or modification of school grounds or facilities, require prior approval (Form 540-1) from the Director of Facilities and the Secretary-Treasurer.
5. The Division welcomes the contributions of community volunteers with respect to facility upgrading or maintenance of schools. However, the impact of insurance, occupational health and safety, and legal requirements dictate that such work must receive prior written authorization from the Director of Facilities, with adherence to the appendix "Volunteer/School Directed Project - Guidelines".
6. All work that includes the use of outside contractors must be approved by the Director of Facilities.

Reference: Sections 52, 53, 197 Education Act
Appendix: Facility Repair/Upgrading of School Buildings - *Volunteer/School Directed Project – Guidelines* (Appendix 540)
Forms: Facility Repair/Upgrading of School Buildings - *Volunteer/School Directed Project - Authorization* (540-1)
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