

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 540
PROCEDURE:	FACILITIES MANAGEMENT		

BACKGROUND

The Division, through its administration and staff, strives to provide clean, functional, safe and well equipped facilities in which to learn and work. The purpose of this procedure is to provide a process which will facilitate the identification, prioritization, and completion of the maintenance, repair and renovation requirements of our facilities.

The monies allocated for the upkeep and enhancement of our facilities will be spent in a manner which ensures that the maintenance, repair and renovation needs of the Division are met, in order of priority, as expeditiously as possible given budgetary constraints. All essential or emergency repairs (ex: electrical, heating, etc.) will be completed immediately - as approved by the Principal and Director. Additionally, the Division endeavours to establish routines through which on going maintenance and repairs can be addressed proactively in an attempt to keep ahead of demand in this area.

This document is not intended to govern routine maintenance and repair of such things as broken windows or touch-up painting. These are expected to be handled by the maintenance staff with the approval of the Principal. However, construction of new counters or shelving units, replacement of carpets, or minor renovations - where costs of materials and labour can grow to be significant - are to follow these procedures.

PROCEDURES

1. The Director will develop a five-year capital plan for the upgrading and/or modernization of existing schools, or the addition to existing schools and/or the construction of new schools as part of the Division' Continuous Improvement Plan.
2. The Board will decide whether or not to proceed with a proposed upgrading and/or modernization of an existing school, or the addition to an existing school and/or the construction of a new school where such projects exceed one hundred thousand dollars (\$100,000) in value.
3. Principals are responsible to implement a well-planned custodial program of work schedules, expectations and evaluations in their schools.
4. The performance of heating, ventilation and lighting equipment will be evaluated periodically and appropriate measures adopted to address deficiencies.
5. Maintenance and repair services will only be contracted where feasible and desirable.

6. Energy conservation programs will be implemented as appropriate.
7. In November/December the Director will conduct a facilities tour of the Division in order to meet with each Principal and Maintenance Person to examine the maintenance, repair, and renovation needs of their school. Immediately thereafter, the Principal will arrange for quotations (from at least two tradesmen if possible) indicating the approximate costs of a proposed project.
8. Following the facilities tour, the Director will compile a list of all potential projects and their approximate costs. The Director will then prioritize the list on a "Division" basis. Prioritization will be based on the following criteria - in order - (1) Student/Staff Safety, (2) Facility Integrity, (3) Program Requirements, (4) Non-essential Repairs and Aesthetics.
9. Once the prioritization process has been completed, a complete list of the projects and their overall priority will be circulated to the principals. Projects approved for completion will be identified on the list. Those of lower priority will be put on hold until later in the year or the following year - at which time they would re-enter the prioritization process.
10. Once approval is received, the Principal is responsible to contact the selected tradesman to make arrangements for completion of the project. The Principal shall confirm in writing the engagement of any contractor prior to work commencing.
11. Following completion of the project, a receiving report will be sent to the Division Office confirming the work was done to the Principal's satisfaction.

Reference: Sections 85, 87, 108, 109, 110, 116, 190, 343, 344, 345, 350 Education Act
Regulation 79
Occupational Health and Safety Act
National Building Code
National Fire Code

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