

Administrative Procedure 541

BUILDINGS AND GROUND MAINTENANCE

Background

The Division has a responsibility to protect the community's capital investment in school facilities by ensuring school buildings and grounds are adequately maintained.

Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial code requirements and Division standards.
2. The Principal, in conjunction with the Manager of Facilities and Operations, is responsible for identifying building deficiencies and desired enhancements, and communicating these to the Secretary Treasurer.
3. The Secretary Treasurer, in consultation with the Principals and the Manager of Facilities and Operations, is responsible for developing and implementing the Division's buildings and grounds maintenance program.
4. Each year, as part of the operational planning and budgeting process, the Division will prioritize facility and grounds maintenance projects, and reflect these priorities in the recommended allocation of resources for budgeting purposes.
5. The school building and grounds maintenance program will include:
 - 5.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or custodial staff.
 - 5.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, playground lawn cutting, etc.
 - 5.3 Major scheduled maintenance activities such as painting, playground development, renovations not funded under Infrastructure, Maintenance and Renewal (IMR), etc.
 - 5.4 Building modernization projects funded under IMR such as roof replacements and responses to building code requirements.

Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act