

Administrative Procedure 541

BUILDINGS AND GROUNDS 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.

The Division supports the implementation of a program of regular building and grounds maintenance.

Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial code requirements and Division standards.
 - 1.1 The principal is responsible for identifying building deficiencies and desired enhancements and communicating these to the Superintendent or designate.
 - 1.2 The Superintendent or designate, in consultation with the principals, is responsible for developing and implementing the Division's buildings and grounds maintenance program.
2. The Division will periodically evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements.
3. 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.
4. The school building and group maintenance program will include:
 - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or custodial staff;
 - 4.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, playground lawn cutting, etc.;
 - 4.3 Major scheduled maintenance activities such as painting, playground development, renovations not funded under IMR, etc.; and
 - 4.4 Building modernization projects funded under IMR such as roof replacements and responses to building code requirements.

Reference: Section 20, 60, 61, 113, 116, School Act