

Administrative Procedure 910

FACILITIES AND EQUIPMENT MAINTENANCE

Background

The Superintendent ensures that all Division facilities and equipment are maintained in a manner that promotes the safety of students, staff and agents of the Division.

Procedures

1. The Director of Maintenance, under the direction of the Secretary-Treasurer and in consultation with Principals, is responsible for the development, implementation and management of Division buildings, equipment and grounds.
2. Division buildings and grounds shall be maintained at a level consistent with provincial code requirements and Division standards, notably:
 - 2.1 Building exteriors shall be maintained in good repair;
 - 2.2 Grounds shall be free of hazards where possible; and
 - 2.3 Building interiors shall be clear, orderly, and free from obstructions and untidy accumulations.
3. All new schools, modernizations and facility upgrades shall conform to current building codes and standards..
4. Adequately trained Division personnel shall determine whether or not equipment meets current codes and standards:
 - 4.1 All donated equipment and equipment installations shall receive prior approval by the Director of Maintenance or designate;
 - 4.2 Donated equipment shall become the property of the Division and therefore shall meet current codes and standards;
 - 4.3 Any company that installs equipment in a Division facility shall provide the Director of Maintenance with written confirmation that the equipment and installation conform to the current codes and standards;
 - 4.4 Equipment that does not conform to current codes and standards shall either be upgraded to meet the standards or disposed of; and

- 4.4.1 The Director of Maintenance or designate shall meet with the Principal to establish an appropriate timetable for upgrading or removing equipment as prudent to do so.
5. Principals and site supervisors shall annually evaluate the physical condition of facilities and grounds within their area of responsibility and report to the Director of Maintenance both deficiencies and desired enhancements.
 - 5.1 Staff shall bring deficiencies in site conditions to the attention of the Joint Workplace Health and Safety Committee as prudent to do so.
6. Facilities and equipment shall be checked regularly by the Maintenance Department.
7. As part of an annual operational planning and budgeting process, the Director of Maintenance shall prioritize facility and grounds maintenance projects and determine a fiscally appropriate allocation of resources to attend to these projects.
8. Annually prior to March 15, the Director of Maintenance will receive submissions from Principals/site supervisors for consideration under the Infrastructure Maintenance and Renewal Program. See **Administrative Procedure 925 Infrastructure Maintenance and Renewal Program** for more information.
9. Outside agencies may also be contracted by the Division to help verify the condition of the facilities or equipment.
10. With Respect to Work Requests
 - 10.1 The Director of Maintenance shall ensure that a Divisional work order program is established and accessible for the purpose of requesting facility work or services;
 - 10.1.1 The work order program shall be used:
 - 10.1.1.1 When requesting any work to be performed or facilitated by Maintenance Department personnel (i.e. upgrades, small-scale construction items, installations, replacements, relocation of furniture, etc.); and
 - 10.1.1.2 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).
11. Emergent request 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 780-785-3333 for prompt response and/or action.



Reference: Education Act 33, 52, 68, 197, 225	
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References shall be updated as required and do not require additional approval.

