

6020 Facilities Department

Policy 6020

STATUS: ADOPTED

FACILITIES DEPARTMENT

Board Approved and Codified: September 28, 1987

Last Revised: June 19, 2013

Description:

The Board of Education recognizes the ongoing need to maintain buildings, grounds, equipment and other assets belonging to the School District. In order to support the delivery of quality education, the Board will provide the Facilities Department with appropriate funds, personnel, equipment and space.

In order to achieve the necessary levels of service the Board will assign the Facilities Manager to work closely under the direction of the Secretary Treasurer to ensure that the highest standards of maintenance and repair possible be carried out.

The Board of Education expects the Facilities Manager to monitor and advise in all matters affecting the construction of new facilities and the renovation of existing ones. Personnel, budgeting and contracting practices of the School District's Facilities Department are to be in compliance with policies established by the Ministry of Education and the Board.

The Board wishes to ensure that school grounds, playing fields and other facilities are maintained so as to be safe, serviceable, and aesthetically pleasing. Priority in planning to improve facilities will be given to initiatives that will reduce long range operating and/or capital costs.

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Description:

The Facilities Department shall:

1. Be responsible for scheduled mail and supplies deliveries to each school, and the transporting of furniture and equipment to, from and between all School District properties, upon request to do so.
2. Ensure that school facilities are of a condition that they can open on time, each day schools are in session. This service will include snow removal at entrances, fire exits and avenues to the school facility.
3. Ensure adequate storage of all School District equipment that is not immediately required in school buildings. This includes the storage of maintenance equipment, seasonal equipment, outdoor educational equipment and School District vehicles, when these are not in use.
4. Be responsible for maintaining School District furniture, and participate in the tendering, delivery and storage of furniture required for schools and other District buildings.
5. Each year, develop an equipment list, by type and model. Working with the Transportation Manager, service and repair vehicles and equipment and maintain necessary records. Unless directed otherwise by the Superintendent, school principals are required to purchase equipment that is approved by the Facilities Department.
6. Provide the necessary services to the School District while recognizing an negotiated agreement exists between the unions and the Board of Education. Within constraints set by funding and by Board policy the Facilities Manager has the authority to adjust holiday schedules, hire temporary staff or contract services as may be deemed necessary to meet requirements.
7. Assist the Education Department in providing support services for extended curriculum in Outdoor Education programs. This will include maintenance of the outdoor education facility, storage, deliveries and involvement in any area where maintenance personnel would be of valuable assistance.

8. Develop an evolving five year plan to address renovations and the upgrading of the School District's facilities and grounds as may be needed or suggested. Such a plan, to be reviewed and approved by the Secretary-Treasurer and then by the Board of Education. A capital/maintenance plan will be developed annually and will reflect available funds.

9. Maintain and groom school grounds in order that the use of school facilities and playing fields are kept available for students, teachers and general public use throughout the year.

10. Be able to respond to routine maintenance requirements in the following areas:

- Plumbing
- Electrical
- Equipment repair
- Heating
- Roofing
- Carpentry
- Lockwork
- Electronic equipment repair
- Intruder and other alarm
- Welding
- Painting
- Snow removal
- Grounds/playing fields/equipment
- Floor laying

The Facilities Manager will ensure that personnel are qualified to perform the required installations and repairs.

To the best extent possible the Facilities Manager will purchase materials and devices that will support the smallest environmental impact, with a view to minimizing the District's footprint.

