

## Administrative Procedure 544

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# FACILITIES MAINTENANCE

### Background

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

### Procedures

1. School buildings will be maintained at a level consistent with provincial code requirements and Division standards. *MyBudgetFile* will serve as a guideline for costs associated with facilities maintenance and renovations.
2. Annually, Facility Services will evaluate the physical condition of Division facilities and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, Facility Services will prioritize facility maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The school building maintenance program will include:
  - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or custodial staff.
    - 4.1.1 Maintenance and repair work orders initiated and/or approved by an employee authorized to do so by Facility Services will serve as the required authority to effect routine maintenance and repair either by contract or the Division's own force.
  - 4.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, etc.
  - 4.3 Major scheduled maintenance activities such as painting, renovations not funded under Infrastructure Maintenance and Renewal (IMR).
    - 4.3.1 Major maintenance and repair projects will be undertaken in accordance with the annual estimate of revenue and expenditure approved by the Division.
  - 4.4 Building modernization projects funded under IMR such as roof replacements and responses to building code requirements.
5. Facility Services is responsible for developing and implementing the Division's buildings maintenance program.

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

Approved: March 21, 2018

Amended: July 1, 2011; May 12, 2020