

FACILITY SERVICES AND SCHOOL BUDGET RESPONSIBILITIES

School renovation projects undertaken by schools require the prior approval of the Facility Services.

| | School budget is responsible for: | Facility Services budget is responsible for: |
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| 1 | <p>Base building structural, mechanical and electrical systems</p> <ul style="list-style-type: none"> • Special lighting and ongoing repair and replacement costs. • Non system classroom clocks. | <p>Base building structural, mechanical and electrical systems^{1,2,3}</p> <ul style="list-style-type: none"> • Original installation and required replacements ⁴. • Operation and maintenance including standards. • Barrier free access. |
| 2 | <p>Custodial services</p> <ul style="list-style-type: none"> • Materials/products for CTS and art programs. • Recycling programs. • Custodial costs for weekend school sports tournaments. | <p>Custodial Services</p> <ul style="list-style-type: none"> • Labour, material/products and equipment for regular cleaning. • Systemized cleaning for high areas, ductwork and the like. • Waste removal. • Pest control. |
| 3 | <p>Grounds</p> <ul style="list-style-type: none"> • Installation and replacement of playground equipment. • Install and maintain flower beds. • Seating, decorative area, trees and shrubs within courtyards. | <p>Grounds</p> <ul style="list-style-type: none"> • Snow removal. • Grass cutting. • Maintenance of playground equipment. • Playground safety inspections. • Maintenance of fences and pipe rails. |
| 4 | <p>Renovations and new construction (including grounds)</p> <ul style="list-style-type: none"> • Design and construction of school initiated changes as approved by Facility Services. • Unscheduled painting requests as approved by Facility Services and within building standards. | <p>Renovations and new construction (including grounds)</p> <ul style="list-style-type: none"> • Project management, design and construction of IMP, modernization and capital projects. • Project management assistance for school initiated changes. • Drawing and record management systems. • Design and construction standards. |

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| 5 | <p>Energy and utility management</p> <ul style="list-style-type: none"> • Classroom based programs on energy management. | <p>Energy and utility Management</p> <ul style="list-style-type: none"> • Electricity, natural gas, water and sewage costs. <ul style="list-style-type: none"> • Energy management |
| 6 | <p>Security</p> <ul style="list-style-type: none"> • Costs associated with false alarms caused by school staff. • Costs for total or major re-keying due to breach of security or lost keys. • Maintain records of keys issued to staff. • Installation and operation of video monitoring systems, including signage. • Maintenance and repair costs of interior and exterior video monitoring equipment. • Cost for additional keys. | <p>Security</p> <ul style="list-style-type: none"> • Installation, operation and maintenance of security systems. • Monitoring of security, fire and mechanical alarms. • Maintain key inventory. • Project management assistance with video monitoring systems. |
| 7 | <p>Telephone and communications</p> <ul style="list-style-type: none"> • Installation replacement of telephone equipment and wiring. • Telephone backboards and distribution wiring. • Costs for moves, adds and changes to telephone equipment. • Telephone line charges. • Cable TV lines and line charges. • Computer data lines. | <p>Telephone and communications</p> <ul style="list-style-type: none"> • Installation, maintenance and replacement of public address systems. • Conduit and wiring for telephone/data lines in renovation projects. |
| 8 | <p>Gymnasium fixtures and equipment</p> <ul style="list-style-type: none"> • Installation, maintenance and repair of tempered glass and Plexiglas basketball backboards. • Major repair and replacement of scoreboards/clocks, moveable bleachers and chair carts. • Protective covers for score clocks/bulbs. • Brackets, plates and poles for equipment. | <p>Gymnasium fixtures and equipment</p> <ul style="list-style-type: none"> • Installation, maintenance and repair of wooden basketball backboards, folding stage doors and folding curtains. • Maintenance of basketball backboard operators. • Minor maintenance and repair moveable bleachers and chair carts. • Maintenance of scoreboards/clocks limited to light bulb replacement and minor repair. • Gym floor refinishing. |
| 9 | <p>CTS and science equipment</p> <ul style="list-style-type: none"> • Purchase, installation, maintenance and replacement of cafeteria equipment, furniture and appliances including walk in coolers/freezers. • Daily/weekly maintenance of dust collectors | <p>CTS and science equipment</p> <ul style="list-style-type: none"> • Maintenance of base building services to CTS and science rooms. • Maintenance of kitchen exhaust and fire extinguishing systems. |

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| 10 | Audio visual and instructional equipment <ul style="list-style-type: none"> • Purchase, installation, maintenance and replacement of instructional AV equipment. • Purchase, installation, maintenance and movement of FM systems. • Library security systems. • Projection screens. • Electrical/mechanical changes for new equipment. | Audio visual and instructional equipment <ul style="list-style-type: none"> • Technical assistance of installation and hook up. • Supply and installation of whiteboards, chalkboards, and tack boards at the end of their life cycle. |
| 11 | Equipment and furniture <ul style="list-style-type: none"> • Purchase, installation, maintenance, replacement and disposal of office and teacher workstations, office and classroom furniture, library tables and chairs, file and storage cabinets, calculator, photocopiers, etc. • Electrical/mechanical changes for new furniture and equipment. • Relocation of power outlets for school equipment. • Installation of power outlets for user convenience. • Purchase, installation and maintenance of apparatus for special need students. | Equipment and furniture <ul style="list-style-type: none"> • Minor repair and adjustment. |
| 12 | Custom millwork <ul style="list-style-type: none"> • Trophy and display case (free standing and built in). • Built in, portable and free standing storage and shelving including library shelving. • Custom reception desks/counters. • Custom library desk/counters. • Additional locks for millwork. | Custom millwork <ul style="list-style-type: none"> • Minor repairs and adjustment. • Maintenance of original millwork locks. |
| 13 | Moving costs <ul style="list-style-type: none"> • Move/set up of desks, chairs, furniture and stage. <ul style="list-style-type: none"> • Disposal of surplus. | Moving Costs • N/A |
| 14 | Vandalism <ul style="list-style-type: none"> • Small tools/equipment. • Storage sheds. <ul style="list-style-type: none"> • Submit costs recovered for vandalism to Facility Services | Vandalism <ul style="list-style-type: none"> • Interior/exterior during school hours and other time periods. |

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| 15 | <p>Miscellaneous Services</p> <ul style="list-style-type: none"> • Approved program signage. • Convenience signage. • Special school request signage. • Teacher/room number signage. • Hanging of banners, pictures, etc. • Installation and maintenance of vending machines. • Installation, maintenance and repair of specialized storage sheds. • Additional doors/locks (special request). • Drama and stage drapery. • Specialized flooring • School requested revisions of signage for parking lots. | <p>Miscellaneous Services</p> <ul style="list-style-type: none"> • Basic identification signage. • Safety signage. • Indoor air quality testing. • Replacement of parking lot signage at the end of its life cycle. • Blind repair and replacement within allotted budget. |
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| <p>Notes:</p> <ol style="list-style-type: none"> 1. Base building structural includes walls, wall systems, doors, hardware and locksets, roofs, ceilings, floor coverings, window coverings, painting, parking and play areas. 2. Base building mechanical included heating, ventilation, air conditioning (where applicable), plumbing, and fire suppression systems. 3. Base building electrical includes power distribution, lighting, fire detection/alarm, system clocks, elevators, parking lots. 4. Replacement is limited by the funding available in Operations and Maintenance funding (O&M), Infrastructure Maintenance Renewal (IMR), modernization and capital funding received from Alberta Infrastructure. |
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Reference: Section 33,52,53,68,197,222,225 Education Act

Approved: November 25, 2019

Ammended: May 12, 2020