
AP 540 – Facilities Management

Background

The District, through its administration and staff, strives to provide clean, functional, safe, environmentally friendly and well-equipped facilities in which to learn and work. The purpose of this procedure is to provide a process which will facilitate the identification, prioritization, and completion of the maintenance, repair and renovation requirements of our facilities.

The monies allocated for the upkeep and enhancement of our facilities will be spent in a manner which ensures that the maintenance, repair and renovation needs of the District are met, in order of priority, as expeditiously as possible given budgetary constraints. All essential or emergency repairs addressing matters of life, health and safety will be prioritized and completed as soon as possible. The District endeavors to establish routines through which ongoing maintenance and repairs can be addressed proactively in an attempt to keep ahead of demand in this area.

This procedure addresses five areas of facilities management:

- The Long-Range Facilities Plan (strategic planning)
- The Five-Year Capital Plan (major projects, building enhancement, building envelope, seismic, carbon, buses and playgrounds)
- The Annual Facilities Grant (minor renovations, repairs)
- The Facilities Operating Budget (preventive routine and emergency maintenance)
- Custodial services of the District's facilities.

Procedures

1. Long-Range Facilities Plan

- 1.1 The Director of Facilities, in consultation with the Superintendent and Secretary-Treasurer, will develop a Long-Term Facilities plan that reflects the priorities, challenges, and strategic directions that determine the District's capital planning. The plan will provide guidance for all capital decisions made in the District, and will be updated or revised as necessary.

2. Five-Year Capital Plan

- 2.1 The Secretary-Treasurer, in consultation with the Director of Facilities, will ensure that a five-year capital plan is developed annually for the upgrading, repair and/or modernization of existing schools, or the addition to existing schools and/or the construction of new schools.
- 2.2 The capital plan will be presented to the Finance and Facilities Committee prior to going to the Board for approval.
- 2.3 Upon approval by the Board, the Secretary Treasurer will submit the District's Capital Plan to the Ministry by June 30th of each fiscal year.
- 2.4 The Board will enact an annual bylaw for any funding awarded pursuant to the Five-Year Capital Plan.

3. Annual Facilities Grant

- 3.1 In February/March the Director of Facilities will visit each school to review necessary repairs/upgrades for all District sites. The Director will also visit each school Principal and discuss their needs for their sites, in order to develop a secondary repair/renovation plan for the building, should sufficient funding be available.
- 3.2 Following the facilities tour, the Director of Facilities will compile a list of necessary projects and an estimate of anticipated cost. This list will be reviewed and approved by the District Leadership Team, and will subsequently comprise the project slate for the Annual Facilities Grant.
- 3.3 The draft Annual Facilities Grant project slate will be presented to the Finance and Facilities Committee, who will then take the slate forward to the Board for approval and filing with the Ministry by March 31st of each fiscal year.
- 3.4 Where funding is insufficient to address all the repair/upgrade needs in the District, projects of a lower priority, including modernization projects put forward by the schools, will be put on hold until later in the current fiscal year, at which time they may re-enter the prioritization process to be reconsidered with respect to remaining available funding.

4. Facilities Operating Budget

- 4.1 Preventive and Routine maintenance will be performed as required to ensure the safe and effective operation of the District.
- 4.2 Emergency maintenance items will be addressed as the needs arise.

5. Custodial Services

- 5.1 The Director of Facilities will develop and implement a planned custodial program for work schedules, expectations, and evaluations of each school.
- 5.2 Annually the Director of Facilities will carry out an evaluation of all facilities and meet with each respective custodian and Principal to review the findings and to plan future areas for changes in service or procedures.
- 5.3 The Director of Facilities will endeavor to have custodial personnel at each school to meet the work schedule. When unable to meet the schedule the school will be advised that a replacement (if available) custodian will be working at the school.