

FACILITY AND GROUNDS MAINTENANCE

Background

The Division is committed to providing a safe, healthy and aesthetically pleasing study and work environment for its students, staff members, volunteers and the general public. The Division requires an orderly schedule of maintenance and, if necessary, repair or replacement be developed, and that this process be supported by regular inspections of buildings, grounds and equipment.

Procedures

1. The principal shall ensure that there is a monthly inspection of the school, school grounds, and playground equipment. The Principal will provide information to the Facilities Manager about items that are in need of repair. Information shall be provided through the use of the facilities software provided for that purpose.
2. Any staff member, on becoming aware of equipment needing repair, shall notify the principal who shall notify the Facilities Manager or designate of the needed repair.
3. Any identified deficiencies shall be rectified in a timely manner. Hazardous areas or equipment must be secured until repaired.
4. Caretakers are expected to carry out repairs, maintain the grounds and perform other tasks in accordance with their job description. Items not covered in the job description for caretakers, or major items that need repair, renovation or replacement are to be reported to the Facilities Manager or designate.
5. An annual audit/inspection of all playground equipment will be made by the Facilities Manager in accordance with insurance requirements, and the necessary remedies or removal will be undertaken. The principal will be advised in writing of any remedial action required as a result of the audit/inspection.
6. For facilities other than schools, the Facilities Manager will ensure monthly inspections are completed and deficiencies are rectified in a timely manner.
7. The Facilities Manager will consult with the Chief Financial Officer concerning major capital construction items that might need to be added to the Division's five (5) year plan. Written records of major capital request will be filed at the Division Office. Changes to the plan must be approved by the Board.

Reference: Section 85, 87, 109, 110, Education Act
Forms Manual: Form 543-1

Updated: September 2006, November 2006, December 2015, April 2018