

Administrative Procedures Manual	Administrative Procedure 543
	Building and Grounds Maintenance
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, January 2020
LEGAL REFERENCE:	Section 52, 53, 68, 197, 222 Education Act

Background

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

Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial code requirements and Division standards.
2. The Division will periodically evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, the Division will prioritize facility and grounds maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The school building and group maintenance program will include:
 - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or custodial staff;
 - 4.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, playground lawn cutting, etc.;
 - 4.3 Major scheduled maintenance activities such as painting, playground development, renovations not funded under IMR, etc.; and
 - 4.4 Building modernization projects funded under IMR such as roof replacements and responses to building code requirements.
5. The Director of Operations, in consultation with the Principal or designate, is responsible for identifying building deficiencies and desired enhancements and communicating these to the Superintendent or designate.
 - 5.1 The Director of Operations or designate is charged with the responsibility of placing cabinets, shelves, or other fixtures in a school building.
 - 5.1.1 Addition to, changing of, or moving same within a building will only be done with prior approval.
 - 5.1.2 Equipment fastened to a wall, such as drapery rods, becomes a part of the building and will not be removed without permission of the Director of Operations or designate.

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6. Landscaping

- 6.1 The Director of Operations or designate will survey older school grounds and make recommendations for beautification in consultation with the Principal.
- 6.2 The Division Maintenance Department will be responsible for the removal of old trees and shrubbery.
- 6.3 The Director of Operations or designate will determine species of trees, shrubbery and flowerbeds and their location.
- 6.4 Lawn establishment and maintenance is the responsibility of the Division Maintenance Department in conjunction with the City as outlined in the SCORES Agreement [Administrative Procedure 547 - Appendix B SCORES Agreement](#).
- 6.5 If community groups wish to carry out additional work of this nature, plans must be submitted for approval.

- 7. The Director of Operations is responsible for developing and implementing the Division's buildings and grounds maintenance program.

[Maintenance and Construction Work Order \(Form 543-1\)](#)