

Administrative Procedures

AP-901	Date of implementation: January 2015
	Date of update: Fall 2019
Related Administrative Procedures:	
FACILITIES STRATEGIC PLANNING	

Purpose: To clearly outline the strategic areas of Facilities planning and provide an overview of essential services and supporting processes.

In accordance with *The Education Act, 1995*, the Board shall allocate adequate funding to maintain all Division-owned buildings and site assets. This includes grounds, buildings and equipment. Assets will be maintained in a manner that maximizes the life through the development and adherence to a maintenance program, which includes preventive, predictive and general maintenance, repairs and capital maintenance. All activities will adhere to industry standards, codes, and Occupational Health and Safety regulations.

Table 1: Facilities Strategic Initiatives



1) Maintenance Service

- a) General maintenance: service request work that maintains or preserves the assets function.
- b) Repairs: service request work that involves restoring the assets that have either failed or are performing in a manner below established industry standards or efficient operation. Involves unplanned emergencies that compromise Division safety standards.

2) Operations Support

- a) Caretaking – ongoing training and professional development of staff. Caretaking technical support over the summer months will be provided. A Caretaking Manual has been created and is maintained by the Facilities department, as well as the scheduled ordering of supplies.
- b) Furniture and Equipment Standards
- c) On call emergencies – contact the Emergency After Hours Number posted in your building.
- d) Insurance Claims

3) Construction and renewal: capital and preventative maintenance and renewal (PMR) projects are expenditures that relate to the replacement of major assets with a similar asset providing the same or similar functionality. Major capital projects exceed \$1 million in value. Capital planning includes facility expansions (new schools and major additions), as well as modernization and renovations. Projects are evaluated based on Ministry of Education’s criteria:

- a) Health and Safety – potential impacts on health and safety of occupants by not proceeding with the project
- b) Facility Condition – facility audit reports
- c) Utilization Rates – utilization of existing facilities by Division and community
- d) Enrolment Projections – trends and subsequent school board plans for the accommodation of students
- e) Education Program Delivery – importance of the project to achieving program delivery
- f) Administration of insurance claims
- g) Additional Information – including regional plans, studies, best practices, etc.

Construction and renewal process include:

- h) Enrollment analysis
- i) Future building projects
- j) Relocatable projects

k) Emergency projects

4) Preventive maintenance: planned or scheduled maintenance of buildings and site assets to ensure minimal interruptions and efficient operation. Regular building and ground assessments will be conducted by school caretakers in collaboration with the principal and tracked via service requests, including, but not limited to:

- a) Buildings
- b) Grounds
- c) Playground equipment
- d) Regular assessments and reporting of assets
- e) Predictive work.

Predictive maintenance: work involving the use of non-invasive monitoring and analysis to determine the condition of operating equipment and systems without disrupting normal service.

5) Asset Planning

- a) Planned, proactive replacement of major assets that have exceeded their life cycle. As required, a facilities study may be required to determine long range planning needs.
- b) Upgrade areas to meet program or operational requirements that support student learning (i.e. technology).
- c) Meet the learning and safety requirements of students requiring intensive supports.
- d) Replace or upgrade building components to improve energy efficiency.

6) Audits

On a rotational basis¹, Facilities staff will conduct an on-site assessment of each building and grounds in consultation with the school-based administrator and Division staff to evaluate the condition of the building and grounds and identify potential capital projects. In addition, other sources of information will be reviewed, examined and recorded including:

- a) Overall facilities and grounds master plan
- b) Utilize current web-based service and auditing program (timelines, status, etc.)
- c) New requests (to be submitted by administrators)
- d) Consideration of outside service provider, consultant and/or engineer reports.

¹ In addition to ongoing facility care and maintenance, thorough facility audits will be completed collaboratively on a rotational basis approximately every three years

The walk through will include the principal, Facilities Planner or designate, caretaker and maintenance personnel/expert as applicable

7) Prioritization Criteria

Potential projects and ongoing maintenance are assessed and prioritized based on the following criteria: health and safety, building integrity, accessibility, programming and aesthetics. Projects are ranked and sorted into fiscal years with a short, medium and long-term time frames. After an internal prioritization process, the PMR plan is reviewed and approved by the Board as part of the annual budget development process. This plan is then submitted to the Ministry of Education.

Once the internal prioritization process is complete, the top three projects are put on the annual Major Capital Request list, which is then reviewed by the Board and, once approved, submitted to the Ministry of Education for approval.