



**ADMINISTRATIVE POLICY NO. 901**

**IMPLEMENTED JANUARY 2015**

FACILITIES

The Facilities Department is responsible for facets of Prairie Spirit School Division buildings and grounds.

**1. Authority**

- a. All buildings and grounds projects are under Facilities authority.
- b. Facilities is Prairie Spirit School Division's representative for all construction, renovation and addition projects.
- c. All construction, renovation and addition projects must be approved by Facilities.

**2. Responsibilities** (see [Administrative Policy No. 902](#) for explanation of responsibilities)

- a. Enrolment analysis and projections.
- b. Construction project funding applications to the Ministry of Education.
- c. Construction of new buildings and renovations and additions to existing buildings.
- d. Administration of grounds and site construction projects.
- e. Administration of insurance claims.
- f. Maintenance of buildings.
- g. Support for school administrators in the supervision of caretaking staff.
- h. Furniture and equipment standards.
- i. Emergencies.