



Date: January 1, 2015

ADMINISTRATIVE POLICY NO. 902

FACILITIES – EXPLANATION OF RESPONSIBILITIES

1. ENROLLMENT ANALYSIS AND PROJECTIONS

- a) Annual enrollment analysis and projections as required.
- b) Projections for future buildings and relocatables.

2. CONSTRUCTION PROJECT FUNDING APPLICATIONS

- a) Recommend potential capital construction projects to the Board of Education.
- b) Submit capital project applications to the Ministry of Education.
- c) Refer to Facilities [Bulletin FB-902A](#) for a description of applications that the Ministry of Education will accept for capital project funding.

3. CONSTRUCTION OF NEW BUILDINGS. RENOVATIONS AND ADDITIONS TO EXISTING BUILDINGS.

- a) Facilities is Prairie Spirit School Division's consultant for all construction, renovation and addition projects.
- b) Facilities is Prairie Spirit School Division's consultant for all school funded projects.
- c) The Facilities Project Manager is the liaison between principals and consultants/contractors. Consultants/contractors could include architects, engineers, contractors, suppliers, etc.
- d) The principal is the liaison between the Facilities Project Manager and school staff.
- e) Refer to Facilities [Bulletin FB-902B](#) for a typical project organization chart.

4. ADMINISTRATION OF GROUNDS AND SITE CONSTRUCTION PROJECTS

- a) Facilities is Prairie Spirit School Division's representative for site administration.
- b) Facilities is Prairie Spirit School Division's representative for site construction, renovation and addition projects.
- c) Facilities site administration includes snow removal, grass cutting, etc.

d) Refer to Facilities [Bulletin FB-902B](#) for a typical project organization chart.

5. ADMINISTRATION OF INSURANCE CLAIMS

- a) Facilities is Prairie Spirit School Division's representative for all insurance claims.
- b) The Facilities Project Manager is the liaison for principals, insurance adjusters, purchasing and information technology.
- c) The principal is the liaison between the Facilities Project Manager and school staff.
- d) Refer to Facilities [Bulletin FB-902C](#) for a typical insurance claim organization chart

6. MAINTENANCE OF BUILDINGS

- a) Facilities is responsible for establishing maintenance standards.
- b) Facilities is responsible in collaboration with Student Support Services for establishing accessibility standards.
- c) Facilities utilizes a maintenance and capital asset management program (AMERESCO Asset Planner) to administrate renewal and repair requests.
- d) School administration is responsible for reporting general maintenance and repair needs by submitting [Service Requests](#) through the AMERESCO Asset Planner program.

7. SUPPORT FOR SCHOOL ADMINISTRATORS IN THE SUPERVISION OF CARETAKING STAFF

- a) Facilities is to support school administrators in the supervision of caretaking staff.
- b) School administration is responsible to supervise caretaking staff.
- c) School administration / Human Resources are responsible for discipline of caretaking staff.
- d) Schools have been provided a Caretaking Manual for caretaking standards and guidelines.

8. FURNITURE AND EQUIPMENT STANDARDS

- a) All new furniture and equipment must meet Facilities standards.
- b) Refer to Facilities _____ for furniture standards.

9. EMERGENCIES

- a) It is the responsibility of school administration to ensure that students/staff are safe and the building is secure.

- b) Refer to Facilities [Bulletin FB-902E](#) for Emergency Procedures.

10. FACILITIES BULLETINS

- a) Facilities Bulletins support Administrative Policies but are not to be considered policy.
- b) Refer to the Administrative Policies page for a complete list of bulletins.

11. CARETAKING BULLETINS

- a) Caretaking Bulletins support Administrative Policies but are not to be considered policy.
- b) Schools are provided the Caretaking Procedures and Protocols documents as required.