

Administrative Procedures

<p>AP-902</p> <p>SCHOOL BUILDINGS, GROUNDS AND PLAYGROUNDS – IMPROVEMENTS AND ASSESSMENTS</p>	<p>Date of implementation: Fall 2019</p>
	<p>Date of update:</p>
	<p>Related Administrative Procedures:</p> <p>AP-901 Facilities Strategic Plan</p> <p>AP-905 Naming of Division-Owned Buildings and Grounds</p>

Purpose: To provide guidance on existing grounds and playground improvements and maintenance. Research outlines that school grounds and playgrounds are an important outdoor extension of a student’s learning environment and development. Playgrounds provide positive academic, social and health-related results for children. The safety of our students is a top priority. Division-owned shared outdoor spaces must be developed and maintained to provide a safe and functional outdoor space for our students and communities.

Procedures

- 1) School Grounds Improvement Planning Process
 - a) Schools will annually develop and/or update a Grounds Improvement Plan that:
 - i) Addresses current deficiencies in terms of safety and functionality.
 - ii) Prioritizes requested enhancements or repairs for budget planning and scheduling.
 - iii) Articulates school council or community contributions of funding, equipment, supplies and/or volunteer labour.
 - b) School Grounds and Playgrounds Audit and Improvements will occur on a yearly basis led by the Operations Assistant in collaboration with the school principal. These audits are to be submitted to Facilities no later than January 31 in order to meet budget planning and scheduling deadlines. Preventative Maintenance and Renewal (PMR) funding shall not be used for the purchasing or installing of playground equipment
 - c) Audits will be reviewed by Facility Operator and/or Operations Assistant or designate and prioritized based on:
 - i) Safety (based on regular grounds assessment/audit reports).
 - ii) School priorities such as enrollment, equity across the Division and outdoor education.
 - iii) Local funding initiatives as per five (5) year plan.

- d) New structures, equipment or changes to Division-owned grounds or playgrounds require the prior approval of the Operations Assistant or designate in order to ensure compliance with all safety regulations regardless of funding source.
- e) Facilities will support school administrators in the tendering, purchasing and contracted professional services associated with grounds and playground improvements.
- f) Under the direct supervision of a qualified installation supervisor, local community resources may be used to complete a project. In consultation and collaboration with the principal, Facilities may approve a qualified outside service provider to oversee the project.
- g) Playground equipment will have fall protection in accordance with the Canadian Standards Association (CSA).
- h) All structures and equipment, regardless of funding sources, are the property of the Division. Structures and equipment on leased school property is maintained by the owner of the equipment.

2) Playground Improvements

- a) Local school or community involvement and contributions are valued. Partners may choose to support divisions through the construction and ongoing maintenance of school grounds and playgrounds through a variety of contributions. All donations and contributions must adhere to Division policy, procedures, building codes and safety standards. They must also be incorporated into the overall School Grounds Improvement Plan as described in Section 1(a). PMR funding shall not be used for the purchasing or installing of playground equipment.

3) Assessment and Maintenance of Buildings and Grounds

- a) The Division and school are responsible for the maintenance of outdoor playground equipment and school grounds in collaboration with the principal or designate. The exception to this is where the property is owned by a third party.
- b) The principal, with support of the caretaker, will establish procedures to monitor the state of the building, grounds, playgrounds and equipment on a monthly basis. Records of such assessments will be put into the appropriate facilities' management software.
- c) An assessment of the building and grounds of every school in the Division will be undertaken on a rotational basis, minimum each school every three (3) years, by Facilities staff in consultation with the school-based administrator and Division staff. Records of these assessments will be filed in the facilities management software and used for future maintenance and renewal.

4) Routine Maintenance Requests (normal day to day maintenance)

- a) Staff requests for routine maintenance items will be submitted to the principal.
- b) If approved by the principal and the local caretaker is unable to resolve the issue, the request will be forwarded to the Facilities Department through the Service Request Module of the Asset Planner software application specifying the priority of the request.

- c) Submit individual service request by area of repair as identified in the type of request category of the Asset Planner Service Request form, i.e. roofing on one requisition and fence on another. Do not combine categories on the same request.
 - d) Asset Planner software will auto-route requests to the appropriate technician. In some instances, requests may be referred back to the principal for further information.
 - e) If a maintenance worker identifies routine maintenance that needs to be performed, the principal will be informed and shall then submit an Asset Planner Service Request to Facilities.
 - f) Typically, the Division will not spray for weeds, including dandelions. However, spraying may be required in some circumstances as long as there is no local bylaw prohibiting it and with the approval of the Operations Assistant. The application is performed by the Division's licensed employee or a licensed contractor as approved by the Operations Assistant.
- 5) High Priority Maintenance Requests (deficiencies that may result in unsafe conditions or equipment/facility damage)
- a) This category includes items that do not pose immediate health or safety risks, but may result in possible minor equipment or facility damage, thereby creating potentially unsafe conditions.
 - b) If, in the performance of duty, an employee identifies high priority maintenance issues at a school, that employee will inform the principal and the principal will submit an Asset Planner Service Request.
- 6) Emergency Maintenance Requests (deficiencies that are unsafe and require immediate attention)
- a) Emergency maintenance requests are to be used to inform of deficiencies that are unsafe and require immediate action, as they may result in significant facility or equipment damage or pose a threat to health and safety.
 - b) Those emergency requests in Section 6(a) will require the involvement of the Director of Education and, in some cases, authorities having facility or utility jurisdiction such as health regions or the Ministry of Education. These emergency requests can involve full or partial school closure.
 - c) The principal or designate will make immediate contact with the Facilities Planner, Learning Superintendent or Deputy Director and follow up with an Asset Planner Service Request.
 - d) The person receiving the emergency request from the principal or designate will take action to rectify the emergency and will report the emergency and the action taken to the Learning Superintendent and Deputy Director as soon as possible.
 - e) For after-hours facility maintenance emergencies, the principal or vice-principal shall contact the Facilities Planner and/or Maintenance Supervisor. The principal shall follow this with a call to the Learning Superintendent and complete an Asset Planner Service Request.
 - f) Do not leave a voice mail message or an email for an urgent after-hours request.

7) Additional Information

- a) Caretakers are expected to keep buildings and grounds in safe, clean, neat and sanitary conditions. This includes the identification and repair of minor maintenance issues.
- b) Items requiring repair, renovations or replacement above and beyond the scope of minor daily maintenance are to be reported to Facilities.
- c) Maintenance requests initiated by caretakers will be given to the principal for preliminary approval and, if justified, the principal will submit an Asset Planner Service Request, including the priority of the request.
- d) During July and August, caretakers may submit maintenance requests by contacting the Operations Assistant or designate by email or phone. If such requests are felt necessary for facility integrity, they will be approved by Facilities and shall be communicated to the principal by email.

References:

[PSSD Caretaker's Handbook](#) (*internal document*)