



Background

The School has a responsibility to protect the capital investment in School facilities by ensuring buildings and grounds are adequately maintained. The School will work with the leaser of the Lakeview and Bel Aire campuses to ensure regular maintenance.

Procedures

1. Buildings and grounds will be maintained at a level consistent with provincial code requirements and School standards.
2. The School will periodically evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements to the leaser.
3. Each year, as part of the operational planning and budgeting process, the School will prioritize facility and grounds maintenance projects and reflect these priorities in the recommended allocation of resources.
4. The School building and 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 Requests for maintenance and repairs will be entered in the FAME system and prioritized by the Maintenance Supervisor;
 - 4.3 Scheduled maintenance including such items as servicing air handling systems and furnaces, grounds maintenance and snow removal;
 - 4.4 Major scheduled maintenance activities such as painting, playground development; and
 - 4.5 Building modernization projects such as roof replacements and responses to Building Code requirements. Major modernizations projects may qualify for designated funding and thus are the responsibility of the leaser.
5. The Maintenance Supervisor, in consultation with the Principal or designate, is responsible for identifying building deficiencies and desired enhancements and communicating these to the Superintendent or designate.
6. The Secretary-Treasurer is responsible for overseeing the School's buildings and grounds maintenance program.