

## BUILDING AND GROUND MAINTENANCE

### Background

The Division has a responsibility to protect the community's capital investment in school facilities by ensuring school buildings and grounds are adequately maintained.

The Division supports the implementation of a program of regular building and grounds maintenance.

### Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial code requirements and Division standards.
2. The Division will periodically evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, the Division will prioritize facility and grounds maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The school building and grounds maintenance program will include:
  - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis.
  - 4.2 Scheduled maintenance including such items as servicing air handling systems, furnaces, and playground lawn cutting.
  - 4.3 Major scheduled maintenance activities such as painting, playground development, and renovations not funded under IMP.
  - 4.4 Building modernization projects funded under IMP such as roof replacements and responses to building code requirements.
5. The school Principal, in coordination with the supervisor of operations, is responsible for identifying building deficiencies and desired enhancements and communicating these to the Secretary-Treasurer.
6. The Secretary-Treasurer, in consultation with the supervisor of operations, Principals and the Superintendent, is responsible for developing and implementing the Division's building and grounds maintenance program.

Reference: Section 53, *Education Act*