Administrative Procedure 546

FACILITY AND GROUNDS MANAGEMENT

Belief

The Division shall provide an effective preventive maintenance and service management program in order to keep all buildings and grounds secure, clean and in good repair.

Guidelines

1. A consultative need assessment process will be utilized to ensure proposed site projects are incorporated into the Division's Three Year Capital Plan or Ten Year Facility Plan.

2. Capital and facility plans will address health and safety issues, program needs, aesthetics, and prolong the life of the facility.

3. Additions, alterations or other renovations to facilities or grounds require prior approval of the Superintendent, or designate.

4. A well-planned custodial work program including schedules, expectations and evaluations shall be followed.

5. Requests for the repair, replacement or maintenance of small items associated with the facility and its operation shall be submitted to the Maintenance Department through the work order system.

6. A regular system of inspection, testing and monitoring of fire safety, heating, ventilation and lighting equipment, water and security systems and other systems as applicable, shall be in place to ensure the safety of students and staff.

7. Grounds maintenance and snow clearing services shall be provided to all sites.

8. The site administrator shall ensure that buildings and grounds are secure and operated in a safe manner;

9. All playground equipment and its placement must be approved by the Director of Plant Facilities and must conform to CAN/CSA Standards; Children's Play Spaces and Equipment Z614-03 (available on the web at www.wrps.ab.ca Plant Facilities section.

Reference: Section 60, School Act