

## **Administrative Procedure 544**

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### **FACILITIES MAINTENANCE**

#### **Background**

The life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet. Maintenance activities will be initiated through:

- Standing activities such as custodial services, grass cutting, snow removal, and servicing crews.
- Requisitions raised by the building occupants.
- Requisitions raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

#### **Procedures**

##### **1. Work Orders**

- 1.1 All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
- 1.2 Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

##### **2. Rotating Maintenance Service Crews**

- 2.1 Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
- 2.2 Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
- 2.3 The list of corrective work to be undertaken shall be prioritized by the Principal and entered into the District computerized maintenance management system prior to the crew's arrival on site.
- 2.4 When the crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:

- 2.4.1 Complete any non-emergent requisition items required to maintain the existing building, equipment or components.
- 2.4.2 Report back to the office all work carried out in the building.

### 3. Emergency Calls

- 3.1 The following items are to be phoned in to the main line of the Maintenance Facility Office for consideration of immediate response:
  - 3.1.1 Waterline break.
  - 3.1.2 Vandalism such as a broken window or graffiti on the walls.
  - 3.1.3 Plugged drain causing flooding.
  - 3.1.4 Damage to a fire or intrusion alarm.
  - 3.1.5 Loss of power.
  - 3.1.6 Fire
  - 3.1.7 Security problem such as an exterior door which will not lock.
  - 3.1.8 Loss of heat, etc.
- 3.2 The response time may be adversely affected by the extent of similar problems throughout the District.

### 4. Grounds Crew – Winter Maintenance

- 4.1 The grounds foreman shall establish a schedule for grounds maintenance at each school during the period November to February.
- 4.2 The crew will be responsible for the following types of maintenance and repairs:
  - 4.2.1 Clean all paved surfaces at site.
  - 4.2.2 Clean all paved area sumps.
  - 4.2.3 Rake leaves and remove other debris from grounds areas.
  - 4.2.4 Repair damaged chain link fencing.
  - 4.2.5 Upgrade old chain link fencing to current District standards.
  - 4.2.6 Prune and trim trees and shrubs as necessary and as weather will permit.
  - 4.2.7 Check and repair/replace playground equipment to eliminate safety hazards.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code  
National Fire Code

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