

MAINTENANCE PROGRAM

Background

In furthering its beliefs, goals, mission and vision to provide for the learning and growth of the youngsters of the Division, the Division must do so by practising responsible stewardship of all the resources it holds in public trust, including all buildings and other facilities.

The primary goals of the maintenance program shall be to ensure, to the highest achievable degree, as resources allow, that all schools and ancillary buildings/facilities be kept:

- Operational;
- Safe;
- Comfortable;
- Of high value; and
- Conducive to positive student and teacher morale.

Procedures

1. The Facilities Department will provide maintenance services to schools, staff housing and other Division operated ancillary facilities.
2. Priority shall be placed on emergency or other repairs which are required to ensure the health and safety of the students and staff. Emphasis will be placed on repairs which are required to prevent structural or other major damage to Division-operated buildings and property.
3. A program of preventative maintenance will be aimed at minimizing major emergency repairs and will contribute towards maximizing the useful life of Division-operated buildings and property.
4. A program of general and regular building upkeep and repair shall be developed in order to minimize building deterioration and to maintain the buildings in an aesthetically pleasing condition.
5. In an effort to minimize the total operating costs of the Division, the Division will continue to direct efforts toward a program of energy conservation and standardization of equipment. In addition to engaging in a long-term program of building renovations and alterations directed at energy conservation, the Division will insist on usage of appropriate design and materials in new construction to permit optimum energy efficiency and lower inventory costs through standardization of

equipment and materials. The Division will strive to achieve Leadership in Energy Efficient Design (LEED) silver certification.

6. In an effort to minimize total operating costs of the Division, the Division will enlist the services of local community contractors and/or utilize local community labour where such services exist.
7. Regular Maintenance Program

Each school will be supplied with a Maintenance Request Form book. To initiate maintenance requests, a Maintenance Request Form must be filled in by the Principal or designate; one (1) copy sent to the Superintendent of Facilities one (1) copy to the Field Maintenance personnel (if applicable) and one (1) copy kept at the school.

8. Annual Maintenance Program

- 8.1 Each year, by October 15, the Superintendent of Facilities will request from the School Community Council and the Principal a prioritized list of maintenance work for the next budget year. The proposal shall include priority, description of the work, a rough cost, justification and possible alternative means.
- 8.2 The Facilities Superintendent, with appropriate consultation, will review the lists submitted by School Community Council as well as work identified during Preventive Maintenance Inspections and incorporate the total work program identified into the budget review process.
- 8.3 The program approved by the Board will form the "Annual Maintenance Program" and will be used as a guide for management of maintenance services for the year.

9. Maintenance: Utilities (Heat, Water/Sewer, Electricity, Telephone, Intercom)

The Division is committed to supporting students, teachers and other employees in obtaining and maintaining utilities to assure acceptable levels of comfort and convenience.

The Division will make every effort to provide utilities in the most efficient and economical manner. It will endeavour to use municipal services, where available, if a reasonable rate can be negotiated with the local authority.

- 9.1 In communities where municipal utility services are provided, the teacher/tenant of a Division residence will be responsible for transferring all utilities, except water and sewer, to his/her personal account following the procedures of the Tenancy Agreement.
- 9.2 The teacher/tenant is responsible for hook-up and payment of telephone and cable television.
- 9.3 Non-teaching staff and private individuals/agencies who occupy a Division residence, shall be responsible for all costs of utilities stated above. They will follow the procedures detailed in the current lease agreements for non-teaching staff and private individuals/ agencies.

- 9.4 In communities where municipal services are not provided, utilities (i.e. heat, water/sewer and electricity) will be provided to teacherages by the Division and assessed as per current Teachers' Local Agreement.
- 9.5 Fuel
 - 9.5.1 Fuel for heating schools, school ancillary buildings (including teacherages) shall be ordered from the current supplier by the Principal or designate as authorized by the Superintendent of Facilities and as required.
 - 9.5.2 Fuel deliveries are to be coordinated to reduce costs associated with transport.
 - 9.5.3 Separate delivery slips are required for each unit supplied, and the unit is to be identified by the Principal or designate on the delivery slip.
- 9.6 Electricity
 - 9.6.1 Electrical hook-ups to Division operated buildings will be arranged by the Superintendent of Facilities or designate.
 - 9.6.2 Only certified personnel will be authorized to make hook-ups.
- 9.7 Water/Sewer
 - 9.7.1 In communities where the Division supplies its own water and sewer services, such services will be maintained by the maintenance department.
 - 9.7.2 Any pump-out services that cannot be provided by Division-owned equipment shall be acquired by the tender process.
- 9.8 Telephones: For Schools and Ancillary Buildings (Excluding Teacherages)
 - 9.8.1 The Division shall normally supply a telephone for the Principal's office, the school secretary's office (where applicable) and the school guidance services office (where applicable). Other phone installations within the school shall have the prior written authorization of the Secretary Treasurer.
 - 9.8.2 Telephones in schools are installed for school business purposes and personal use of such phones by employees is discouraged. Any employee who finds it necessary to use the school telephone for personal long distance calls shall reimburse the Division for the cost of the call. Only in the case of an emergency will calls of this nature be permitted.
 - 9.8.3 The Division will authorize the installation of pay telephones in the school building provided such phones are located in the vicinity of the main entrance to the school (or alternately, the gymnasium entrance) and provided the Division does not incur any installation or operating costs associated with the phone.

- 9.8.4 In an effort to optimize the cost of telephones in schools, the Division encourages principals to limit usage of long distance services to the minimum requirement. As well, schools are required to use the Toll Free line in placing calls to the Division Office.
- 9.9 Intercom: For Schools and Ancillary Buildings (Excluding Teacherages)
 - 9.9.1 In existing schools, the installation of intercom services shall require the prior authorization of the Division.
 - 9.9.2 In new school construction or in major capital additions to schools where the resulting size of the school will be in excess of six (6) classrooms, the Division will consider incorporation of intercom systems into the design for the total school building.

10. Warehousing

- 10.1 The Division will maintain a central warehouse in La Ronge which will be staffed as required and as approved by the Board. The Division will also maintain a warehouse at the Sub Office in Beauval and field warehouses at each location where an area maintenance person is stationed.
- 10.2 The general stock of maintenance materials and supplies shall be maintained at each warehouse and purchased in optimum quantities. Such purchases shall be by the "Tender Process" where possible.
- 10.3 Field personnel shall be required to contact their Facilities Supervisor or the stock person for all materials and supplies required for the performance of their duties. Local purchases are permitted only by prior arrangement with the Superintendent of Facilities.
- 10.4 Process for Tracking Materials and Supplies
 - 10.4.1 The Superintendent of Facilities, in consultation with those employees invited to contribute by the Superintendent of Facilities, will develop, or will cause to be developed, a Process for Tracking Materials and Supplies, based on current best practices, in this and other Divisions, as researched by the Superintendent of Facilities.
 - 10.4.2 The above-cited process will be submitted to the Director and to the Superintendent of Facilities for:
 - 10.4.2.1. Consideration of the initial model;
 - 10.4.2.2. Annual review and modification, as seen to be required by the Superintendent of Facilities or Director.
- 10.5 Establishment of an Accounting and Charging Process
As per 10.4 above.

Reference: Sections 85, 87, 108, 109, 110, 116, 190 Education Act
Occupational Health and Safety Act
National Building Code
National Fire Code