FACILITIES MAINTENANCE PRIORITIES AND PLANNING

Background

Through Policy 12: Board Delegation of Authority, the Board delegates to the Director the responsibility to determine maintenance priorities and develop a Maintenance Plan to achieve those priorities. The annual Maintenance Priorities and the annual Maintenance Plan for the division will be:

- Congruent with the Policy, Mission, Vision, Core Values and Policy of the Board;
- Aligned with the Division's Strategic Plan;
- Supportive of the Occupational Health and Safety needs of the Division;
- Aligned with the Mission Zero objectives.

Procedures

1.1. The Superintendent of Facilities will establish maintenance priorities and plan for the upcoming school and fiscal year prior to June 30 each year.

1.2. The Superintendent of Facilities will establish the annual maintenance priorities by considering information gathered through the following processes:

- 1.2.1. Review the information and feedback provided by the Board during its approval of the most recent Maintenance Accountability Report; the Preventative Renewal and Maintenance Plan and amendments; the long-range Capital Plan; and the other related board agenda items.
- 1.2.2. Review the data in the Division's facility management software including the current Facilities Audit information on each facility in the division, the current Capital Asset Module information and the internal facilities department audit.
- 1.2.3. Review the information from the Administrative Council meeting notes and related discussions with senior administration.
- 1.2.4. Review the information from the annual meeting with principals that determined facilities and maintenance priorities for their program and building.
- 1.2.5. Review the information from the maintenance staff leads meetings that determines their perspectives of priorities.
- 1.2.6. Review the current state and patterns or themes emerging from service requests.
- 1.2.7. Review the scheduled or required Preventative Maintenance items.
- 1.2.8. Discuss the proposed priorities with Administrative Council as required.

1.3. The Superintendent of Facilities will develop the annual Facility Maintenance Plan by:

- 1.3.1. Reviewing the priorities determined
- 1.3.2. Considering budget allocation
- 1.3.3. Determining, as much as possible, the availability of internal and contracted labour and of materials necessary to schedule various projects.
- 1.3.4. Planning the timeline and sequence for the various maintenance projects.

1.4. The Priorities will remain intact, but the Superintendent of Facilities will adjust or revise the Maintenance Plan as necessary to accommodate new Board decisions, emergent health and safety items, changes in labour or material availability, budget impacts of unexpected project costs, or other emergent items.

1.5. The Superintendent of Facilities will review this Administrative Procedure prior to November 1 each year and make recommendations to the Director for any revisions necessary for improvement.

1.6. The Superintendent of Facilities will report annual maintenance plan progress to the Board within the annual maintenance Accountability Report. Unexpected items that will have significant impact on the achievement of maintenance priorities will be reported to the Director as they emerge.

Reference: *The Education Act, 1995; The School Division Administration Regulations*

Approved: August 13, 2018