Administrative Procedure 605

FACILITY INSPECTION AND MAINTENANCE

Background

Maintenance and inspection of Saskatchewan Rivers Public School Division and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Division is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

Definitions

Service Request (SR)
SR is the day-to-day maintenance of SRPSD facilities. It can range from minor breakdown maintenance to major building component failure.

Preventative Maintenance Request (PM)
PM is the scheduled maintenance of building component integral to the safe efficient operation of SRPSD facilities. PMs can range from furnace filter replacement to scheduled replacement of boilers.

Facility Cost Index (FCI)
FCI is the amount of facilities deficiencies at any given time divided into the total cost of replacements of the facility (CRV) less land cost expressed in % value.

Procedures

1. Responsibility of Superintendent of Facilities
   The Superintendent of Facilities is responsible for ensuring the ongoing operation of clean, safe, well-maintained facilities to support students, staff and public.
   - 1.1 Establish processes to manage facilities, monitor service requests and preventative maintenance projects as well as provide for capital asset management. These processes will include maintaining current data on the status of each facility, including updating the records as major repairs or replacement of facilities and equipment occurs through the use of Asset Planner.
   - 1.2 Monitor service requests and preventative maintenance projects quarterly, or more frequently as required and provide an annual accountability report to the Board that includes a review of the maintenance priorities and a measurement of progress towards the Board's service request completion targets, maintenance project management goals, facilities cost index objectives, and other targets as required.
   - 1.3 Use information obtained from the facility audit as well as annual inspections of all facilities by facilities department staff.
   - 1.4 Meet annually with principals to review the facility with respect to maintenance items, program space as well as any capital works that may be planned for the school facility and grounds.
   - 1.5 Responsible for implementation and compliance of all provisions with the *Saskatchewan Employment Act*.
   - 1.6 Establish safe work procedures and practices as outlined in the Facilities Safety Manuals.

1.7 Work with the Manager of Maintenance to finalize the annual maintenance and repair program with respect to priorities and budget allocations.

1.8 Work with the Manager of Caretaking to ensure at least one formal cleaning and caretaking review is conducted on all schools annually. The results shall be discussed with the principal, head caretaker, and Superintendent of Facilities to confirm the expected level of cleaning in SRPSD facilities is met.

2. Responsibility of principals

The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds.

2.1 Responsible for reporting general maintenance and repairs required in the school and its grounds through the use of Asset Planner.

2.2 Submit requests for facility repair and minor renovations to the Superintendent of Facilities for consideration in the budget process using Asset Planner.

Reference: *The Saskatchewan Employment Act*

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