

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.

The Superintendent of Facilities shall establish written 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.

The Superintendent of Facilities shall monitor Service Requests and Preventative Maintenance projects quarterly, or more frequently as required and provide an annual 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.

The Superintendent of Facilities shall use information obtained from the facility audit as well as annual inspections of all facilities by facilities department staff.

All Schools receive at least one formal Cleaning and Caretaking review annually. This review shall be conducted by the Manager of Caretaking. Results of this review shall be discussed with all parties (principal, head caretaker, Superintendent of Facilities) to ensure the expected level of Cleaning in SRPSD facilities is met

The Superintendent of Facilities shall 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.

The Superintendent of Facilities works with the Manager of Maintenance to finalize the annual maintenance and repair program with respect to priorities and budget allocations.

The Superintendent of Facilities is responsible for implementation and compliance with all provisions with the *Occupational Health and Safety Act*. The Superintendent of Facilities shall also establish safe work procedures and practices as outlined in the Facilities Safety Manuals.

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. The principal is responsible for reporting general maintenance and repairs required in the school and on the school grounds through the use of electronic service request system [Asset Planner](#).

3. Annual Review of Facility

The principal is to submit requests for facility repair and minor renovations to the Superintendent of Facilities for consideration in the budget process [Asset Planner](#).

Reference: *Occupational and Health Safety Act*

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